

# FACT SHEET 12: FEDERATION'S SERVICES

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The relationship between Federation and its affiliates is one of service. Each P&C Association is invited to pay Federation an annual fee and for that fee receives a range of services and access to certain resources. Federation is not a type of "head office" with a police role over its affiliates. It is not Federation's job to ensure that its members are operating in strict accordance with appropriate legislation, constitutions and policies. Federation produces a range of resources by which affiliates may be made aware of sound and effective practices in association management to empower them to confidently manage their own affairs.

## **Federation's services can be roughly listed as follows:**

- Membership of a state-wide network of shared decision-making and information
- An avenue through which P&C Associations can become incorporated entities
- Participation in a blanket Public Liability Insurance scheme offering indemnity to \$10 million and the option to purchase extension and alternative insurance cover.
- Access to industrial and constitutional advice
- Access to speakers for daytime or evening meetings
- Access to Federation's Information Days and the Training and Development Project
- Annual Conference

Information is shared in a number of ways:

### **Handbook for P&C Associations**

The Handbook is an Operational Guide and Policy Manual. It includes general information for School P&C Associations; Constitutions; Information for Regional and District Councils of P&C Associations; The Government School System in NSW; Federation's Constitution and Policy; useful contacts and much more.

### **P&C Journal**

The P&C Journal is published four times a year and a print-run of 28,000 copies per issue ensures every P&C Association receives multiple copies. The Journal carries a range of relevant and topical items highlighting what is happening throughout the government school system at every level. We welcome your feedback on the Journal and welcome any articles you may wish to contribute. Please send all articles to [journal@pandc.org.au](mailto:journal@pandc.org.au)



### **E-Bulletin and Latest News**

Federation issues fortnightly updates on news and happenings within the Federation. You may either subscribe to the newsletters or read them online by using the following link:

[http://www.pandc.org.au/ab\\_newsletters.asp](http://www.pandc.org.au/ab_newsletters.asp)

Similarly, the latest news blurbs with comment for your P&C to refer to can be found on our

Website: [http://www.pandc.org.au/nw\\_latest.asp](http://www.pandc.org.au/nw_latest.asp)

### **P&C Affiliate Webmail, Logon ID and Password**

In August 2008 Federation introduced the P&C Affiliate Webmail System. This is a system that allows you to send and receive emails from the Federation from anywhere on the internet. The URL address is: <http://mail.pandcaffiliate.org.au/Webmail/>.

Your logon ID and password can be generated as follows:

Logon ID: school name (full name lower case no spacing)@pandcaffiliate.org.au

Password: Please follow this formula (your first name is secretary and surname is the numeral zero):

Second letter of first name, Second digit of post code, Fourth digit of post code, Surname, Third digit of post code, First letter of first name, Number of letters in first name.

### **Annual Report**

Federation's Annual Report identifies the work that is being done on behalf of the families of children in our New South Wales Public Education System.

### **Information Days**

Information Days for P&C members are specifically targeted to areas of need as identified, for example, through contact with Federation office. They are generally held in regional locations to allow parents from surrounding schools to attend. Topics include an almost endless list such as operation and management of P&C Associations; constitutions and by-laws; parent rights and responsibilities; meeting procedure; incorporation; management strategies, to name a few. Delegates are invited to submit topics in advance.

### **Training and Development Project**

Training and Development days are held at Federation's office and are targeted at P&C Regional Councils to better equip them to support P&C Associations in their region.

### **Canteen Management Manual**

This manual provides important information about health and other legal requirements, industrial award information, best management practices and relevant policies of the Department of Education and Training.



# FACT SHEET 12 (continued): FEDERATION'S SERVICES

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## Guest Speakers

The protocol for inviting a member of Federation's Council to your meeting is to contact, in the first instance, Federation's General Manager.

At least three weeks advance notice is helpful and the invitation must be supported by the President or the Executive Committee of your P&C Association or by a majority resolution at a general or special meeting of the Association itself.

## Insurance

The P&C Federation provides a range of insurance policies underwritten by CGU Insurance Limited and as agent for and under the authority given by Marsh Pty. These policies include public liability, personal accident insurance for voluntary workers, cash and property, directors' and officers' liability, fidelity insurance.

Federation has offered insurance to its members since 1956. All members, as an automatic part of affiliation, receive a basic \$10 million public liability insurance protection.

All insurance inquiries must be directed to Marie-France Raymond, Federation's authorised Insurance Manager.

## Annual Conference

A popular feature of Federation's Annual Conference is the workshop session for delegates presented by senior officers of the Department of Education and Training. Topics vary from year to year and may include, for example.

- Gender as an educational issue
- The Higher School Certificate
- Pathway opportunities for young people
- Learning implications and trends in communication technologies into classrooms, etc.

**Internet:** [www.pandc.org.au](http://www.pandc.org.au)

We are constantly adding new features and content so check out our website for the latest news and links to Federation's Submissions and other information.

