



Quick Member Info

STARTING A P&C ASSOCIATION

So, you would like to start a P&C Association within your school community?

There are a few steps to be followed for the establishment of a P&C Association.

Step 1

Publicise a public meeting to the whole school community.

- Clearly outline to the school community the purpose of the meeting is to gain the level of interest in establishing a P&C Association within the school.
- The meeting must be publicised to the school community. This notice may be published in the school newsletter, on the noticeboards and through any social media mediums. Promoting the meeting actively will enable and encourage more community members to attend.
- A minute taker must be elected at the meeting to record any decisions of the meeting and ensure that those in attendance have been recorded.
- The decision of forming a P&C Association is to be made by the school community of no less than 7 persons (each being a parent of a child attending the school or a resident of the district served by the school).
- If the school community interest is in forming a P&C Association, then form a working group to draft by-laws and policies in preparation for the foundation meeting.
- Set a timeframe for this work to be completed.

Step 2

Working group to:

- Investigate requirements for a P&C Association for their school.
- Research and obtain resources such as the Constitution, draft by-laws and suggest membership fees along with other policies that are required.
- Have a chat conversation with the Principal about a P&C Association and seek their co-operation.
- Prepare all the information for presentation at the foundation meeting of the school community, this information will assist the school community in being well informed in regard to what a P&C Association is obliged to do.

If you require further information or clarification contact P&C Federation
mail@pandc.org.au or 1300 885 982

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Step 3

Schedule a meeting to form the P&C Association.

This should be advertised to the school community with as much notice as possible and no less than 7 days.

This meeting will:

- Endorse the constitution and by-laws including membership fee.
- Accept payment of membership at this meeting as the foundation meeting of the P&C Association (foundation meeting: this is the only meeting where membership is valid instantly upon payment).
- Elect the Office Bearers and the Executive Members of the P&C Association from those who have paid membership (financial members).
- Decide on membership to P&C Federation and suitable insurances if required.
- Adoption of any relevant policies for example a Code of Conduct, Social Media etc.

After the meeting a few procedural matters

An Office Bearer, typically the Secretary or President, will contact P&C Federation and update the Member Register and arrange payment of membership.

As a Member of P&C Federation a P&C Association receives advice, support, resources and certain entitlements that assist P&C Associations with their obligations and day to day functions.

Now that you are a P&C Association what are some of the basics?

- A receipt book is needed for membership and a membership ledger to record your financial members in.
- Organise to open a P&C Association bank account with at least 2 Signatories (they must be Office Bearers) and yes, they can be electronic signatures (two required for all transactions) and a facility for postal mail.
- Register for an Australian Business Number ([ABN](#)) and register with the Australian Charities and Not-For-Profit Commission ([ACNC](#)).
- Develop a budget for the P&C Association. Prioritise the objectives so that the membership may make decisions that will best support the educational needs of the children.

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