



# Role Descriptions

## Template for Officers



### President

- Chairing of P&C Association meetings
- Ensuring the P&C Association's objectives are met
- Ensuring that the P&C Association takes part in decision-making processes in the school
- Setting up lines of communication with the Principal and establishing a positive and constructive relationship with the school
- Establishing a positive relationship with the school
- Creating a welcoming environment and fostering fair participation
- Setting agendas
- Adherence to the constitution, by-laws, rules, policies, and procedures
- Acting as the P&C Association's spokesperson
- Being a signatory on the P&C Association's bank accounts

### Vice Presidents

- Backup chairperson
- Supporting the president, secretary, and treasurer in their roles
- Shadowing the treasurer and secretary to act as a back-up
- Often assigned oversight of key operations, e.g. canteen, uniform shop, WWCC
- Signatory to P&C Association bank accounts

### Secretary

- Preparation of meeting agendas in conjunction with the president
- Sending notifications of meetings to members
- Taking minutes at P&C Association meetings
- Preparation of draft minutes
- Handling and tabling correspondence
- Dealing with administrative tasks related to meeting decisions.
- Maintaining the official records of the P&C Association, including the constitution, rules, policies and procedures, ABN details, register of members and meeting attendance

### Treasurer

- Accounting for all funds and assets of the P&C Association
- Ensuring compliance with financial accountability requirements, including financial records
- Maintenance of P&C Association bank accounts
- Financial reporting at P&C meetings
- Signatory to all P&C Association bank accounts
- Taking new membership or membership renewals
- Organising the annual audit of accounts as required
- Overseeing staff wages and entitlements (should the P&C Association have employees)
- Working with the P&C Association bookkeeper (if one has been engaged)