

The P&C President

Role description

**Good knowledge of the rules, operations
and meeting procedures of the P&C**

Provide leadership

Chair meetings

**Act as spokesperson/representative
of the P&C**

**Foster good communication between the P&C,
school and community**

**Encourage participation to ensure
that everyone can have a say**

**Is the accountable person in all
employment and OSHC issues**



**For more information see the
booklet "Congratulations!
You've been elected President
of the P&C" on the info place**



The P&C Secretary

Role description

Prepare and distribute notices of meetings and meeting agendas

Prepare, distribute and present minutes of meetings to members

Maintain a register of correspondence and distribute correspondence promptly

Maintain a register of P&C members

Maintain a volunteer register whenever and wherever volunteers are working for the P&C

Organise, record and maintain P&C documents

Ensure a copy of the P&C's Constitution is accessible and available



For more information see the booklet "Congratulations! You've been elected Secretary of the P&C" on the info place



The P&C Treasurer

Role description

**Ensure the P&C complies with the
Accounting Manual**

Financial statements/reports at each meeting

**Pay accounts promptly when authorised
by a meeting**

Issue receipts for monies received

Maintain accountable forms register

Maintain P&C asset register

**Monitor wages and ensure accounts
are current and reconciled**

Prepare annual financial statements for auditing

Ensure accounting is open and transparent



For more information see the
booklet "Congratulations!
You've been elected Treasurer
of the P&C" on the info place

