 **Alkimos Beach Primary School**

**Roles and Responsibilities of Office Bearers**

**The President ensures an efficient and well-run P&C by:**

* establishing good relationships with members, being respectful of everyone's rights and responsibilities
* developing a vision of where the P&C is heading and what strategies will be implemented to facilitate its success
* developing a collaborative relationship with the school principal, deputy principal and teaching staff
* planning meetings and following up on actions from previous meetings in conjunction/ consultation with the executive team
* embracing the principles of impartiality, tact, respect, inclusiveness and common sense.

**The President's duties include:**

* convening meetings, ensuring that they run in accordance with the agenda and constitution
* ensuring fair discussion by providing everyone with the opportunity to contribute
* liaising with the principal, and ensuring activities are sanctioned
* working with the Treasurer to ensure financial accountability
* ensuring that the school community is kept informed of activities and developments
* coordinating P&C items for the school newsletter, and ensuring information is accurate and complete
* seeking sponsorship for P&C events such as Art Night, Sports Carnival, Christmas Raffle.
* being a liaison between the school community and the Executive Committee

**The Vice-President supports the President by:**

* chairing meetings in his/ her absence
* sharing duties and responsibilities as agreed (outlined above)
* being supportive and attending meetings.

**The Secretary's role is essential to the effective and efficient operation of the P&C by supporting the President and being responsible for communication and correspondence, and maintaining effective records**.

**The Secretary's responsibilities include preparing in anticipation of meetings through:**

* notifying members of dates for meetings; preparing and distributing agendas; obtaining reports from sub-committees, receiving and managing correspondence and noting apologies
* taking minutes of meetings and distributing them promptly
* updating membership register after each general meeting
* clearing mail and keeping the President informed on all issues
* ensuring close communication and cooperation between the parent association, office staff, school staff and parents
* monitoring the P&C email account and referring enquiries as required.

**The Treasurer is accountable for, and reports on, the finances of the P&C. The Treasurer is responsible for:**

* keeping accurate financial records of all receipts and expenditures
* issuing receipts for all monies received, and paying accounts as authorised
* banking all money regularly
* presenting a financial report at each general meeting
* arranging an externally audited financial report for the Annual General Meeting (AGM)
* reconciling deposits and cheque books with monthly bank statements.

**General P&C Committee Members**

P&C membership is open to all parents of pupils who attend the school, and to any citizens within the school community. The P&C maintains a register of members (i.e., any person who has paid the annual $1 subscription is automatically a member of the association). Parents are able to attend meetings without having to become a member, however if they choose not to become a member, they do not have an entitlement to vote.

In the spirit of building community and remembering that the children's needs are front and centre of all P&C initiatives, parents are reminded that the P&C is run in the best interests of our students and not for individual benefit.