

P & C ASSOCIATION

CHURCH STREET, ST PETERS 2044

PHONE: 9519 6307 FAX: 9550 4586

ST PETERS PUBLIC SCHOOL PARENTS AND CITIZENS' ASSOCIATION MEMBER INFORMATION - ROLE OF THE PRESIDENT

The President is elected at the P&C Association's Annual General Meeting.

DUTIES

The President is responsible for:

- The successful functioning of the P&C Association meetings
- The attainment of the P&C Association's objectives
- Ensuring that the P&C Association takes part in decision-making processes in the school
- Fostering fair participation of all members and ensuring that all new members are made to feel welcome
- Supporting volunteers
- Consistent adherence to the constitution
- Acting as the P&C Association's spokesperson when public statements or actions are needed
- Setting up lines of communication with the Principal
- Being signatory on the Association's bank accounts
- Chairing meetings, in the absence of the President, one of the Vice-Presidents will chair the meeting or the meeting can elect a chairperson from the members present for that meeting.

VOTING

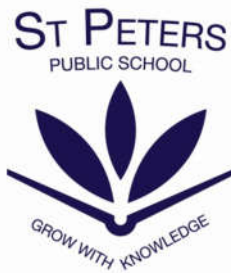
The President is entitled to the same voting rights as any member. However, a President, when in the Chair, often abstains from voting in order to preserve the impartiality of the position.

The person chairing a meeting does not have a casting vote in the event of a tied vote. In the event of a tied vote, the motion should be lost.

SUB-COMMITTEES

The President can be a member of any P&C sub-committees. The President should be informed of all sub-committee meetings and decisions, this would occur through written report.

An experienced President gives opportunities to the Vice-Presidents to develop their skills in chairing meetings. The President also has important responsibilities outside of meetings and is looked to as a leader of the parent community. The President does not make unilateral decisions and should be mindful that all public statements accurately represent the views of the association.



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ST PETERS PUBLIC SCHOOL PARENTS AND CITIZENS' ASSOCIATION MEMBER INFORMATION - ROLE OF THE SECRETARY

ROLE OF THE SECRETARY

The Secretary is responsible for carrying out the administrative tasks related to the decisions of the meetings as resolved. The Secretary prepares, in consultation with the President, all meeting agendas.

The Secretary is required to attend P&C Association meetings and take notes of the discussions in order to produce a set of Minutes for subsequent distribution to members and for receipt, possible amendment and adoption at the following meeting. (In the absence of the Secretary the meeting should elect a person to take the Minutes, this person should be identified in the Minutes.) Further, the position includes receiving and tabling all correspondence as well as writing and dispatching outgoing correspondence as resolved/appropriate. The Secretary also issues notice of all meetings and maintains official records of the P&C Association such as the constitution, by-laws, rules of subcommittees, Incorporation Certificate, ABN details, list of financial (voting) members, Minutes, Attendance book.

NOTICE OF MEETING

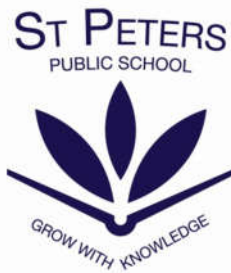
P&C Constitution by-laws state that P&C Associations meet on a regular day each month 'during term time' at the school. Secretaries may use the P&C newsletter, school newsletter/website, school sign, or other means to promote meetings. Motions on Notice, issues and events to be discussed should be advertised along with names of guest speakers.

AGENDA

An agenda is a list of items of business to be considered at a meeting. An Agenda should include the name of the organisation, the type of meeting (e.g. Annual General Meeting, General or special meeting); where the meeting will be held; the date the meeting will be held and time the meeting will commence. An Agenda should contain the following;

1. Welcome and formal opening of meeting
2. Apologies
3. Minutes of the previous meeting (Receipt/Amendments/Adoption)
4. Business arising from the previous meeting Minutes
5. Correspondence
6. Reports: President's report, Treasurer's report, Sub-committee reports and Principal's report.
7. General Business
8. Close

An agenda for Annual General Meetings will be similar to the above with the inclusion of items that only occur at an AGM such as election of Officers and Executive, appointment of the Auditor, membership fees, by-law changes etc.



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ST PETERS PUBLIC SCHOOL PARENTS AND CITIZENS' ASSOCIATION MEMBER INFORMATION - ROLE OF THE TREASURER

ROLE OF THE TREASURER

Whilst all P&C members must be mindful of complying with financial accountability requirements, this is the Treasurer's primary responsibility. The Treasurer receives and deposits monies, maintains records, draws cheques* and presents accounts. The Treasurer also ensures that all funds held and handled by P&C are properly and openly accounted for as the Treasurer is responsible for all funds held in the name of the P&C Association. This includes all P&C Association committees. This does not mean that the Treasurer must undertake the actual bookkeeping themselves but they must ensure that the various sub-committee financial records have been kept to the Treasurer's satisfaction. The Treasurer is a signatory on the P&C accounts and should not delegate this responsibility.

The Treasurer should encourage members to understand the state of the P&C Association finances. The Treasurer must ensure a case book or books are kept, recording all financial transactions of the P&C Association.

PLANNING, BUDGETING AND CASH FLOW

A budget is a planning document to estimate the income and expenditure of the organisation for a given period (usually the financial year of the P&C Association). The budget is a statement of intention rather than of fact and can be altered at any time, with due notice given by way of the Agenda, by majority vote, after its initial ratification at a general or special meeting.

Budget estimates are founded on past economic performance, adjusted to anticipate the probable effect any special projects or one-off events. Once the overall budget has been approved, it is helpful to break the budget estimates with actual income and expenditure levels at regular interval throughout the year. This comparison allows the Treasurer to recommend changes to the budget so that it more accurately reflects the real financial situation of the P&C association. These changes, in turn, allow the association to amend its fundraising or expenditure plans for the year.

Note: The P&C Association budget is separate from the school's budget.

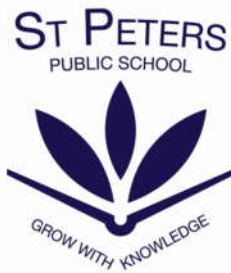
SURPLUS FUNDS

The Treasurer makes recommendations about surplus funds. Surplus funds may be lodged as term deposits with any financial institution that has full trustee status.

AUDIT

The financial accounts of the P&C Association must be submitted to an independent audit each year.

The Treasurer produces a full statement of financial position declaring all funds held in the name of the P&C Association, including those of sub-committees, along with the Secretary who presents the Minute book of the same period to the Auditor. After completion of the audit the financial statements, with all signed certificates appended



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ST PETERS PUBLIC SCHOOL PARENTS AND CITIZENS' ASSOCIATION MEMBER INFORMATION - SUBCOMMITTEES

Does our P&C Association have to have sub-committees?

No. Each P&C Association can decide to have sub-committees if they feel they are required.

Why do P&C Associations have sub-committees?

Sub-committees are formed by a P&C Association to undertake specific planning and/ or management tasks on behalf of the P&C Association.

Are there different types of sub-committee?

Yes, there are two types; ad-hoc and standing. Ad-hoc sub-committees are formed to acquit specific tasks, such as a fete. These sub-committees cease to exist after the task is finished.

Standing sub-committees have an ongoing role, such as an OOSH sub-committee. The rules of the sub-committee, including elections for positions are confirmed and elected annually at the Annual General Meeting of the P&C Association.

What is the relationship between sub-committees and the P&C Association?

Sub-committee have delegated authority and are fully accountable to the P&C Association. Each sub-committee must operate within the terms of reference or rules set by the P&C Association.

Does the sub-committee report to the P&C Association?

Yes. The sub-committee should table a written report to P&C Association meetings.

Does a sub-committee "own" their own money?

No. All monies belong to the P&C Association.

Does a sub-committee have their own President?

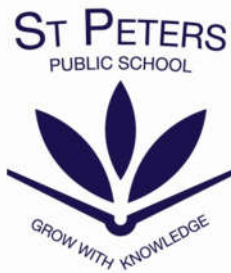
No. The head of the sub-committee is known as the convenor or chairperson. The sub-committee is governed by the P&C Association's Constitution and the rules set by the P&C Association.

Can someone be a member of more than one subcommittee?

Yes. You can be a member of more than one sub-committee provided the rules allow for you to be a member. All members of subcommittees should be elected at the AGM or at a general meeting of the association.

Can a paid employee be a member of subcommittee?

Yes. A paid employee can be a member of a subcommittee but must not hold an officer bearer position with the P&C Association.



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ST PETERS PUBLIC SCHOOL PARENTS AND CITIZENS' ASSOCIATION MEMBER INFORMATION - ROLE OF VOLUNTEERS

VOLUNTEERS

As volunteers are we subject to legislation?

Yes. All laws apply to volunteers as they do every citizen.

Do we need to have a list of volunteers that help at events? Yes. All volunteers for the P&C Association should be recorded in a register at events. Where it is a meeting there attendance will be noted in the Minutes, where there is an event such as a fundraiser the P&C Association should have an attendance register for volunteers to sign in and out of.

Can the P&C Associations paid employees volunteer to the P&C Association as well? Yes. A P&C Association member and volunteer can also be a P&C Association employee. Where an employee is a member they are not permitted to hold a position on the Executive, this includes Office-bearer roles.

Can the paid canteen staff offer to run a volunteer canteen for the school disco? Yes. However it would be suggested that if any employee wishes to undertake volunteer hours in the area in which they are employed it would be best practice to put in place a written volunteer agreement. This agreement would state the details of the employee, the details of the volunteer work and the agreement for the volunteer hours of work. E.g. If a paid canteen employee indicates their interest in running the canteen for the school disco as a volunteer, an agreement would be made that they are offering to perform tasks in the canteen in a volunteer capacity for the duration of the school disco for x hours on xx/xx/xxxx date.

Why do we need a volunteer agreement for employees?

It is important that paid employees are not exploited for volunteer hours. An employee cannot be expected to volunteer for unpaid work in the area in which they are employed and paid to undertake duties. By having a volunteer agreement there is a clear understanding that protects the employer from claims of unpaid hours of work.