



## GOOLLELAL PRIMARY SCHOOL P&C ASSOCIATION

### **THE PRESIDENT'S ROLE**

- Chairperson
- Public face of the P&C Association
- Link between parents and school administration

#### **Responsibilities:**

- Ensure there is a motion to be voted on
- Conduct productive/orderly meetings
- Signatory to accounts
- Ensure other office bearers fulfil their duties
- Public face of P&C handling media and all external enquiries
- Observe legal formalities
- Ex-officio member of all sub committees

### **THE VICE-PRESIDENT'S ROLE**

- Understudy for the President

#### **Responsibilities:**

- Chair meetings
- Presidents representative on sub committees
- Signatory on accounts

### **THE SECRETARY'S ROLE**

- Maintain the Associations records (NOT the financial records)

#### **Responsibilities:**

- Post notice of meetings
- Assist chairperson in drawing up agenda
- Record minutes
- Deal with correspondence
- Maintain membership records
- Signatory to accounts
- Observe legal formalities
- Archive records

### **THE TREASURER'S ROLE**

- Maintain the Associations financial records

#### **Responsibilities:**

- Establish and maintain SIMPLE procedures for handling the Associations money
- Prepare and present WRITTEN report for every meeting
- Prepare books for audit

### **SUB COMMITTEES**

- Canteen
- Uniforms
- Fundraising
- Safety House
- Road Safety

#### **Responsibilities:**

- Manage affairs of committee
- Report to every meeting