

# Roles of P&C



## The Executive Committee

School P&C Associations appoint an executive committee at their Annual General Meeting (AGM) who are responsible for running the various components of the P&C. Generally, an executive committee consists of a president, vice president, secretary, treasurer and six executive members.

### President

- provides leadership
- chairs all general and executive committee meetings of the association.
- acts as a spokesperson for the association
- reports to Parents and Citizens Association meetings about the activities of the P&C
- supervises the functions of other office bearers
- ensures adequate and efficient communication exists between the members of the association and the members of the school board
- encouraging parents to participate.

### Vice President

Steps into the role of the President should they be unavailable and undertakes tasks to reduce the workload of the President.

The Vice President needs to:

- be familiar with the operation of the P&C
- be acquainted with the duties of President
- understand meeting rules and procedure

#### Reference Sources

[MWPAC Constitution](#) [MWPAC By Laws](#) [Sub-Committee Guidelines](#) [P and C Association](#) [ACNC Website](#)

## Secretary

- draws up, in consultation with President, the meeting agendas
- keeps full and correct Minutes of the P&C's proceedings
- acts upon decisions as directed by the meeting
- attends to the correspondence of the association
- looks after the association's documents
- maintains a register of financial and ex-officio members if applicable.

## Treasurer

- responsible for all funds received and expended by the association
- prepares regular reports to P&C meetings
- holds ultimate responsibility for all funds, including all subcommittee accounts.

## Executive Members

- attends quarterly executive meetings to decide direction of the P&C and vote of any matters required.
- represents the views of your school community and P&C.
- reports back to the P&C.
- gathers information for policy submissions.

## Sub-committees

Sub-committees are formed by a P&C to undertake specific planning and/or management tasks on behalf of the association. Manly West P&C (MWPAC) subcommittees are made up of parents and guardians from within the school who give their time to volunteer. All subcommittees require a Coordinator who is elected at the AMG in March and at least three additional members. It is absolutely vital that parents are included on these committees to have input into the planning of the education of our children and to help raise funds to add to the resources of our school.

# Roles of P&C



## Sub-committees are categorised as:

**FINANCE COMMITTEE** - Manage the funds of the association and its subcommittees. Monitor the expenditure of P&C funds given to the school. Advise the school on P&C financial matters as required.

**EVENTS COMMITTEE** - Co-ordinates fundraising events (and fun events!) to provide the necessary funds to the P & C in order to achieve budget commitments.

**CANTEEN COMMITTEE** - Oversees the overall running of the school canteen and implements the canteen policy. Ensures the canteen maintains a healthy menu and organises special days / events for the school community.

**UNIFORM COMMITTEE** – to assist the Uniform Shop is to in the provision of new and used school uniforms and accessories for sale to parents and reviews and makes recommendations on uniform policy.

**BASC (Before and After School Care) COMMITTEE** - Works in conjunction with the BASC staff to co-ordinate before and after school care for students.

**ENVIRONMENT COMMITTEE** - Co-ordinates and supports projects that improve the ecology and quality of the grounds reduce the school's impact on the environment and raise awareness of the importance of caring for the environment.

**BAND COMMITTEE** - Works in conjunction with the music / band director to administer the four school bands. The school band program is from year 3 onwards.

**ENRICHMENT COMMITTEE** - Enrichment Committee is to organise fun learning experiences that can't readily be included in the school curriculum.

**TRAFFIC COMMITTEE** – Reach agreement with the school community re traffic safety. Consult with the local council to determine if the school environment is suitable and develop policies and procedures to administer initiatives.

## Reference Sources

[MWPAC Constitution](#)   [MWPAC By Laws](#)   [Sub-Committee Guidelines](#)   [P and C Association](#)   [ACNC Website](#)