



P&C EXECUTIVE POSITIONS – Role & Responsibilities

President - Provides leadership and is the accountable officer of the Association. Their role is to act as a representative of the Association, encourage communication between the Association, School administration and the community and encourage participation in the Association. Chairs P&C meetings and is a member of the School Council.

Vice President - Provides essential support for the President and possibly other members of the Executive Committee. Chairs meetings in the President's absence.

Secretary – Collates the agenda papers and reports for each meeting, and assists the President in preparing an agenda for each meeting. They prepare and present minutes of the Association's meetings, record and deal with correspondence as directed and generally organise, record and maintain information pertaining to the activities of the Association.

Treasurer – Has overall responsibility for the financial management of the Association. They must comply with the Accounting Manual for P&C Associations in all respects. They prepare an Annual Operational Plan for the Association in consultation with the Association's Executive Committee. The Treasurer is responsible for keeping accurate accounts of receipts and expenditure and providing a report on same to each P&C meeting.

The occupants for the above four positions are decided by P&C members votes at the AGM.
