

P & C Executive Roles Information

PRESIDENT

The Constitution provides that the President:

- shall hold office in an honorary capacity
- shall preside at every meeting of the Association in which she/he is present
- as chairperson, shall have a deliberate vote and a casting vote
- CANNOT hold the office of treasurer
- shall be a signatory on P&C accounts. The Education (General Provisions) Act 2006 provides that the president is the only officer empowered to sign any agreement for and on behalf of the Association upon resolution of the Association to enter into such an agreement The president should:
 - provide leadership;
 - act as a representative of the P&C;
 - ensure time is used effectively;
 - ensure decisions are made and followed up;
 - oversees accountability of the Association;
 - ensure everyone has a say;
 - manage dominant personalities;
 - foster good communication between the P&C, school and community;
 - encourage participation;
 - conduct meetings in an efficient and timely manner so that all members feel valued; and
 - be familiar with the rules, operations and meeting procedures of the P&C.

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It is the President's responsibility:

- to ensure that members are aware of the contents of the Minutes of the previous meeting;
- to obtain confirmation of the Minutes and to sign the Minutes book;
- to announce business in accordance with the agenda;
- to give firm rulings and guidance to the meeting;
- to assist the discussion by guiding debate along relevant lines;
- to give all members the opportunity to speak but also to confine speakers to the matters under discussion;
- to put to the vote motions and amendments and to announce the result to determine points of order;
- to provide explanations to those in doubt about procedure or the subject matter under discussion;
- to introduce guest speakers and to arrange for movers of votes of thanks;
- to ensure that priority items on the agenda are dealt with accordingly; and
- to establish the next meeting date and time and to close the meeting.

NOTE:

From 1 January 2012, if the P&C operates an outside school hours care (OSHC) service, the President will have additional responsibilities and may have personal legal obligations regarding the operation of the OSHC service. Refer to the section on OSHC for more information.

Delegation of duties

If the P&C President has declared a conflict of interest, he/she can step aside and withdraw from discussions; however, if that conflict of interest is in regard to an employment issues or in the case of an Outside School Hours Care (OSHC) issue he/she is the responsible officer and cannot step aside. The President is the officer accountable in all employment and OSHC related issues and this duty cannot be delegated. Where a P&C President will be away from the position for an extended time, the Vice President would step up into the position of President and be the officer accountable during this time.

At all times:

- Ensure controls for handling cash are used
- Ensure records are kept up-to-date
- Maintain security of accountable forms
- Watch for and declare any conflicts of interest.
- Monitor that payments are approved for appropriate purposes
- Ensure all accounting is open and that the atmosphere at meetings accepts questioning of accounts as normal rather than critical
- Ensure that P&C members are aware of the requirements of the Constitution, Operations Manual and Accounting Manual

SECRETARY***The secretary should:***

- maintain attendance records and a register of members including ex-officio and life members
- assist the president in preparing an agenda for each meeting
- collate agenda papers for each meeting (including subcommittee reports)
- prepare and present minutes of P&C and officers' meetings at each general meeting
- record and deal with correspondence in/out as directed by the P&C
- generally organise, record and maintain information pertaining to the activities of the P&C
- have custody of P&C documents.

SUPPORT GUIDE FOR P&CS 2014***Record keeping***

- Maintain an up-to-date copy of the Constitution
- Maintain up-to-date membership records
- Keep a record of continuing motions that affect the way the P&C does business
- Record who moved and who seconded the motion and the outcome of the motion
- Record discussion briefly if no decision was made (dot points)
- Other files eg. fete, list of materials needed for functions

VICE-PRESIDENT

The Vice-President should:

- consider this position as the president's understudy
- provide support and assistance to the president
- become familiar with P&C operations, rules and meeting procedures.

The role of the vice-president is to provide essential support for the president and possibly other members of the team, i.e. assisting the secretary or the treasurer in some of their tasks. The vice-president will chair those meetings from which the President is absent and carry out any duties that have been delegated by the president. The vice president can also act as chair for any subcommittees established by the Association.

A vice-president can look on the role as a means of gaining an understanding of the various executive roles. A vice-president should become familiar with the operation of the Association. This position might also provide an opportunity for a particular job that can vary between school communities, eg. Publicity Officer, Education Officer etc. This role, although not always seen as so, is one of the most important roles in the executive. It is essential to look beyond the role and try to ensure you are able to help the executive take the P&C into the community and promote the successes of the school.

TREASURER

The treasurer has the overall responsibility for the financial management of the P&C, including all subcommittee accounts. The Accounting Manual for P&C Associations will provide guidance and examples to assist the treasurer in his/her role. (For more information, see the Accounting Manual for P&C Associations (pgs 13, 14 & 15.)

Treasurers must:

- comply with the Accounting Manual for P&C Associations
- prepare an annual budget for the P&C
- supply a financial statement at each meeting
- make all cheque books, deposit books and receipt books together with books of account, available to the auditor
- prepare annual statements, which must be audited and a copy forwarded to your DETE Regional Office.

It is the treasurer's responsibility to keep accurate accounts of receipts and expenditure, however all executives have a responsibility to ensure that the P&C is operating openly within the policy and legislation provided to them by DETE.

P&CS QLD REPRESENTATIVE

The role of the P&Cs Qld representative can be important as a link between P&Cs Qld and your P&C. This is an optional role that is often held by the P&C President. The delegate(s) should be endorsed by the P&C and must be minuted at a duly constituted P&C meeting. Information sharing is the pivotal role of the P&Cs Qld representative and may include:

- keeping yourself informed on all current and new development in education in general;
- asking the secretary to provide you with a copy of all P&C's QLD Mail;
- summarizing and reporting on all P&C's QLD correspondence, eg. Parent Talk magazine;
- assisting your P&C to fill out questionnaires sent by P&C's QLD;
- attending area meetings when possible ;
- sharing information gained at conferences, forums and meetings; and
- making contact with other representatives in your area where possible.