



Martin's Gully Public School P&C

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Officer Role Descriptions

President

The Constitution provides that the president:

- shall hold office in an honorary capacity
- shall preside (chair) 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:

- act as a representative of the P&C, provide leadership & oversee accountability of the P&C
- be familiar with the rules, operations and meeting procedures of the P&C
- ensure time is used effectively, and conduct meetings in an efficient and timely manner so that all members feel valued
- ensure decisions are made and followed up
- encourage participation, ensure everyone has a say & manage dominant personalities
- foster good communication between the P&C, MGPS Principal, and the school
- ensure the P&C Association takes part in decision-making processes in the school

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 help set agendas, announce business in accordance with the agenda, and ensure that priority items on the agenda are dealt with accordingly
- to assist the discussion by guiding debate along relevant lines, but where needed give firm rulings and guidance to the meeting
- 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 establish the next meeting date and time and to close the meeting
- Update responsible Persons for P&C Federation and ACNC
- Update password for Google Account annually following AGM

Vice Presidents

The vice-president should:

- consider this position as the president's understudy (backup Chairperson) to undertake duties of the presidents in the president's absence
- provide support and assistance to the president, secretary and treasurer in their roles, including shadowing to act as a back-up
- become familiar with P&C operations, rules and meeting procedures
- shall be a signatory on P&C accounts
- There are two vice-president roles:
 - One is responsible for the Clothing Pool, including managing stock and ordering
 - One is responsible for communications, including preparing and sending (to the school) any communication to be distributed to the school community on behalf of the P&C

Secretary

The secretary should:

- maintain attendance records and a register of members including ex-officio and life members. Monitor Memberships and Membership renewals. Memberships are processed through Qkr and an email is sent to P&C Gmail account when a membership transaction is completed. Ensure Memberships spreadsheet is kept up to date and provide an update of memberships at each meeting.
- Preparation of meeting agendas in conjunction with the president
- Sending notifications of meetings to members at least 7 days before scheduled meetings
- collate agenda papers for each meeting (including subcommittee reports)
- prepare and present minutes of P&C and officers' meetings or sub-committee meetings at each general meeting
- record and deal with correspondence in/out as directed by the P&C (P&C emails + Mail)
- deal with administrative tasks relating to decisions, generally organise, record and maintain information pertaining to the activities of the P&C
- Maintaining the official records of the P&C Association, including the constitution, rules, policies and procedures, ABN details, register of members and meeting attendance
- shall be a signatory on P&C accounts.

Treasurer

The treasurer has the overall responsibility for the financial management of the P&C, including all subcommittee accounts.

Treasurers must:

- comply with the Accounting **Manual for P&C Associations**

- be a signatory on P&C accounts.
- prepare an annual budget for the P&C
- supply a financial status at each meeting
- make all cheque books, deposit books and receipt books together with books of account, available to the auditor
- Organising the annual audit of accounts as required by preparing the annual statement, which must be audited **and a copy forwarded to your DETE Regional Office.**

It is the treasurer's responsibility to account for all funds and assets of the P&C Association and keep accurate accounts of receipts and expenditure. The treasurer should:

- be responsible for the maintenance of P&C Association bank accounts, ensure all accounts are current and reconciled, and the Financial Spreadsheet is up-to-date
- promptly bank all monies received in the appropriate account
- pay all accounts promptly when authorised by a meeting
- make sure all cheques are correctly filled out and signed by the appropriate people (cheque butts should be filled out in detail as they are a record of payments made)
- Where possible, pay accounts by cheque or EFT and cross all cheques 'not negotiable'.
- When issuing a cheque for cash, ensure 'Cash' is written on the face of the cheque. Cash cheques should only be used for petty cash and cash floats. Records of cheques should clearly state all details of the cheque.
- Make sure that the secretary is given a copy of the bank statements prepared for each meeting, to be inserted in the minutes
- Discuss and address any issues raised by the auditor
- give a copy of the audited financial statements to the secretary after the AGM **and a second copy to the principal.**
- Ensure accounting is open and transparent. Welcome questions.
- issue receipts for monies received as requested. Qkr provides receipts within the app for all purchases.
- **Keep an accountable forms register**
- Ensure any excess funds in a sub-committee account are transferred to the P&C General Account, where applicable.
- **be involved in the preparation of the school budget**
- Complete Annual Statement for ACNC – January each year
- Update Bank Signatories annually following AGM
- Update Qkr! / Commonwealth Bank Account holders following AGM to incoming President and Treasurer
- Update Qkr! Account users to all executive members following AGM
- Complete year end process for Qkr! – December/January
- Review and present financial assistance guidelines for Sports and Creative Arts at AGM for acceptance for the current year
- Prior to the first meeting of each term, obtain names of students eligible for Sports and Creative Arts financial assistance to discuss and approve at the first meeting of each term. Following approval, Cheques are to be completed and signed.