

# **Hamilton Public School P&C Association Position Descriptions**

## **Introduction**

HPS P&C AGM is to be held on Wednesday September 13 2017, and individuals will be elected to fill each of the positions for the 2017-18 P&C year.

This document outlines the P&C positions to be filled for the 2017-18 P&C year, including a detailed description of the duties that each role entails.

At this stage we have nominees from among the 2016-17 P&C executive for the roles of President, Vice President, Treasurer and Assistant Treasurer, but have not identified nominees for the other roles.

If you are interested in any of the roles, please contact current P&C secretary Kate on [hpspc01@gmail.com](mailto:hpspc01@gmail.com) or one of the current P&C executive team to find out more.

For those who are interested in helping P&C support our school but are unable to take on a specific role, we are always on the lookout for volunteers to help us run P&C fundraising and community wellbeing events.

## **Requirements under the Prescribed Constitution**

The P&C operates under the Prescribed Constitution for Incorporated Associations. The Constitution defines the role of Officers who are to be elected at the AGM and includes some responsibilities for roles including President, Vice President, Secretary and Treasurer.

Under the Constitution, up to an additional six other members may also be included within the P&C Executive.

## **Positions for 2017-18 year**

### ***Office bearers***

- President
- Vice President
- Treasurer
- Secretary

### ***Other key roles***

- Canteen Co-ordinator
- Assistant treasurer
- Communications officer
- Events facilitator
- Fundraising officer

### ***Subcommittees***

- Canteen subcommittee

## **Position Descriptions**

### ***President***

The P&C President provides leadership to the parent community.

The president should be aware of parental concerns and expectations, and be an active participant in the school's planning and priority setting.

The president should have thorough oversight of the activities of individuals working within the P&C association.

Other responsibilities include:

- formulating the annual objectives of the P&C
- delegating duties in a timeframe in order to achieve this plan
- chairing P&C meetings
- representing P&C in regular meetings with the School Principal.
- representing the P&C by attending Regional P&C Association meetings.

### ***Vice President***

The vice president has a somewhat fluid role within the P&C.

They are responsible for assisting the president, the secretary and the treasurer in ensuring the activities of the P&C are managed in a transparent fashion, aligned with the guidelines laid out by the Federation of P&C Associations.

At times they may be required to perform the duties of the secretary, the treasurer or the president in their temporary absence.

They may need to take on independent projects (eg: represent P&C on staff selection panels) as required from time-to-time, as well as to attend the P&C meetings.

### ***Treasurer***

The P&C raises, manages and invests a substantial amount of money into the school each year.

An accounting background is ideal for the Treasurer because their key responsibilities are to:

- ensure the P&C is complying with the Australian Accounting standards.
- maintain financial records for the P&C
- manage the administrator role of the banking software for the P&C

- prepare financial reports for the presentation at P&C meetings twice a term
- oversee payment of P&C accounts and invoices (joint signatory)
- assist the canteen co-ordinator to manage canteen finances
- check bank reconciliations at month-end and throughout the year
- prepare books and accounts for audit as required
- manage the planning and tracking of the financial position of the P&C
- provide high-level analytical review of financial results
- attending executive and P&C meetings
- Provide year to date budget updates to each P&C meeting

### ***Assistant treasurer***

The key roles of the assistant Treasurer are to:

- Act as co-signatory on P&C payments
- attend executive and P&C meetings (particularly when Treasurer is unable to)
- provide practical support to the treasurer in day to day banking for the P&C and other tasks as delegated by the treasurer
- maintain membership with the P&C federation as well as required public liability insurances
- maintain ACNC registration (Australian charities and Not-for-Profit Commissions) including the submission of the Annual Information Statement
- ensure all invoices/receipts for payments made by the P&C are filed and held for the required time period

### ***Secretary***

The Secretary provides the principal administration of the Association.

They contribute significantly to the organisation and smooth running of the P&C and maintain transparent communications within the school community.

Typical duties include:

- attending executive and P&C meetings
- Preparing and circulating meeting agendas
- taking minutes at P&C meetings.
- Maintaining and archiving a continual record of the business of the P&C in an appropriate format.
- composing correspondence from the P&C
- collecting, reviewing and distributing incoming mail, including email
- receiving queries from school community and directing appropriately.

### ***Communication Officer (assistant secretary)***

The key roles of the assistant secretary are to:

- work closely with the secretary
- manage P&C website
- Advertise P&C activities through skoolbag pushes and paper flyers to the community
- manage P&C input to school newsletter
- maintain a file in P&C shared drive of flyers and other promotional documents that can be modified for reuse for future events
- manage and maintain the P&C content on the 'Skoolbag' app with up-to-date information for the school community.

### ***Events facilitator***

The events facilitator understands procedures required for P&C events to be arranged efficiently.

This individual is NOT responsible for the co-ordination of individual events, although they may choose to take on this role in some circumstances. The responsibility for co-ordination of an event is delegated by the P&C at the time the event is endorsed.

Key roles of the events facilitator include:

- maintenance of information about how to organise an event. Specific details might include: what resources the P&C holds (like cups/lemonade stands), what OH&S issues need to be addressed, who to contact in Hamilton chamber of commerce about Beaumont St Festival, etc.
- advising the individuals co-ordinating P&C events about creation of an event plan, how to organise the activities of volunteers running the event, and how to organise flyers to advertise the event
- managing volunteer registers (currently via the tinyurl googledoc process)
- Incorporating feedback from the co-ordinator of each individual event into P&C records for reference when a similar event is arranged in the future.

### ***Fundraising officer***

The fundraising officer maintains an overview of the fundraising activities of the P&C. This individual is NOT responsible for the co-ordination of individual fundraising initiatives, although they may choose to take on this role in some circumstances. The responsibility for co-ordination of a fundraising initiative is delegated by the P&C at the time the event is endorsed.

The key roles of the fundraising officer are to:

- seek sponsorship and donations, and manage these arrangements

- Work with the president and the events facilitator to develop the annual P&C calendar, including assisting in generation of ideas for P&C fundraising
- Provide advice to individuals co-ordinating fundraising initiatives
- Incorporate feedback from the co-ordinator of each individual fundraising initiative into P&C records to be referred to when a similar initiative is arranged in the future.

### ***Canteen co-ordinator***

The key role of the canteen co-ordinator is to ensure that the school canteen is operating under the guidelines of the NSW Healthy School Canteen Strategy.

Specific roles include:

- Menu planning
- Purchase of food
- Ensuring that the canteen and its operations comply with food safety requirements
- Financial aspects of canteen management.