

# P&C Organisation

## P&C executive officers

President  
Mark Frear

Vice President  
Jen Roberts &  
Communications /  
Class Parent coordinator

Vice Presidents  
Christine Hancock

Treasurer  
\* Joey Lin

Secretary  
Jennifer Tinsey

## Standing subcommittees

Band \*  
Geoff Shrimski

Strings \*  
Dorota  
Banasaik

Events and fundraising  
Priya Mohandas and Mick  
Montesin

Uniform \*

Canteen \*

VP Christine Hancock  
supported by Jen Tinsey

FANS (P)  
Executive French  
Administrator  
TBC

Conductor (P)  
Nick Jefferies

Conductor (P)  
Christine  
Young

Book Club  
(vacant)

Uniform shop  
staff (P)  
Michelle

Canteen Manager (P)  
Vasinee Boyles (Fonny)

Book keeping  
(vacant)

Coordinators : Training  
Band / Intermediate  
Marina Blyth / Senior Band  
: Marina Blyth

Instrument register -  
Michele Jansen, Dave  
Bywater

Standing  
subcommittees

\* Separate bank account



# Spend and management

- ▶ All spend over \$500 needs to be agreed by a majority at the general meeting
- ▶ Payment instruction authorised by two of the 5 execs
- ▶ Current: Regular supplier/wages payments are raised by the book keeper and approved by the treasurer.
- ▶ Regular supplier/wages payments can be executed by the book keeper if the payments are less than \$3,000 and approved by the Exec member for that area



# Role of President

- ▶ The successful functioning of the P&C Association
- ▶ The attainment of the P&C Association's objectives
- ▶ Ensuring that the P&C Association takes part in decision-making processes in the school
- ▶ Fostering fair participation of all members and ensuring that all new members are made to feel welcome
- ▶ Supporting volunteers
- ▶ Consistent adherence to the constitution
- ▶ Acting as the P&C Association's spokesperson when public statements or actions are needed
- ▶ Setting up lines of communication with the Principal
- ▶ Being signatory on the Association's bank accounts
- ▶ Chairing meetings but, in the absence of the President, one of the Vice-Presidents will chair the meeting or the meeting can elect a chairperson from the members present for that meeting.
- ▶ No voting rights
- ▶ Per P&C Handbook
- ▶ Automatically a member on subcommittees
- ▶ Overseeing of the P&C and associated subcommittees

<https://www.pandc.org.au/forms/faqs/Quick%20member%20info%20-%20Role%20of%20the%20President.pdf>

## Time commitment

- 3 hours per week
- 4 hours in the week of the P&C meeting



# Role of the Vice Presidents

Time commitment  
▪ 4 hours per week

- ▶ To support the President
- ▶ To step in for the President in the event they are unable to fulfil their duties
- ▶ One Vice President is responsible for communications and class parent coordinator
- ▶ To oversee and support the sub-committees in their specific duties and ensure they are aligned and consistent with the P&C Executive. This is a big task supporting the sub-committees of band, uniform, canteen and fundraising



# Role of the Treasurer

Time commitment  
▪ 3 hours per week

- ▶ Whilst all P&C members must be mindful of complying with financial accountability requirements, this is the Treasurer's primary responsibility.
- ▶ The Treasurer receives and deposits monies, maintains records and draws cheques.
- ▶ Presents a report in the form of an income and expenditure statement together with a reconciled bank statement for each and every P&C meeting.
- ▶ The Treasurer also ensures that all funds held and handled by P&C are properly and openly accounted for.
- ▶ Treasurer is responsible for all funds held in the name of the P&C. This includes the canteen and any other P&C committees. This does not mean that the Treasurer must undertake the actual bookkeeping themselves but they must ensure that the various sub-committee financial records have been kept to the Treasurer's satisfaction.
- ▶ The Treasurer is a signatory on the P&C accounts and should not delegate this responsibility.
- ▶ The Treasurer should encourage members to understand the state of the P&C finances. The Treasurer must ensure a cash book or books are kept, recording all financial transactions of the P&C Association.
- ▶ Further information regarding the role of the P&C Executive can be found on THE FEDERATION OF PARENTS AND CITIZENS ASSOCIATIONS OF NEW SOUTH WALES website by clicking on this link.
- ▶ <https://www.pandc.org.au/forms/faqs/Quick%20member%20info%20-%20Role%20of%20the%20Treasurer.pdf>



# Role of the Secretary

Time commitment  
▪ 3 hours per week

- ▶ The Secretary is responsible for carrying out the administrative tasks related to the decisions of the meetings as resolved. The Secretary prepares, in consultation with the President, all meeting agendas. The Secretary is required to attend P&C Association meetings and take notes of the discussions in order to produce a set of Minutes for subsequent distribution to members and for receipt, possible amendment and adoption at the following meeting. (In the absence of the Secretary the meeting should elect a person to take the Minutes, this person should be identified in the Minutes.) Further, the position includes receiving and tabling all correspondence as well as writing and dispatching outgoing correspondence as resolved/appropriate. The Secretary also issues notice of all meetings and maintains official records of the P&C Association such as the constitution, by-laws, rules of subcommittees, Incorporation Certificate, ABN details, list of financial (voting) members, Minutes, Attendance book.
  - ▶ <https://www.pandc.org.au/forms/faqs/Quick%20member%20info%20-%20Role%20of%20the%20Secretary.pdf>
- ▶ What kind of minutes are taken
  - ▶ <https://www.pandc.org.au/forms/faqs/Quick%20Member%20info%20-%20Meeting%20Minutes.pdf>





# Band subcommittee

The band subcommittee is about furthering musical interests amongst all children. With tuition practise and different bands to play in. Purchasing musical instruments for hire, and arranging music events and camps. Band has a fee structure to assist it achieve its objectives.

- ▶ All spend over \$1000 needs to be approved by the P&C executive committee.
- ▶ Unless there is a budget submitted to the exec committee for the annual spend on instruments based on a factual assessment of condition, where that spend profile can be approved once - leaving the band committee to spend within that delegation.

