



Caralee Community School Parents & Citizens Associations Inc

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Roles and Responsibilities of Office Bearers

President

The President ensures an efficient and well run P&C by:

- Establishing good relationships with members, being respectful of everyone's rights and responsibilities;
- Developing a vision of where the P&C is heading and what strategies will be implemented to facilitate its success;
- Developing a collaborative relationship with the school principal, deputy principal and teaching staff;
- Planning meetings and following up on actions from previous meetings in conjunction/consultation with the executive team;
- Embracing the principles of impartiality, tact, respect, inclusiveness and common sense.

Duties

The President's duties include:

- Convening meetings, ensuring that they run in accordance with the agenda and constitution;
- Ensuring fair discussion by providing everyone with the opportunity to contribute;
- Liaising with the principal and ensuring activities are sanctioned;
- Working with the Treasurer to ensure financial accountability;
- Ensuring that the school community is kept informed of activities and developments;
- Coordinating P&C items for the school newsletter, and ensuring information is accurate and complete;
- Seeking sponsorship for P&C events and projects;
- Being the public 'face' of the P&C.



Vice-President

The Vice-President supports the President by:

- Acting as understudy to the P&C President;
- Chair meetings when the President is unavailable;
- Being the President's representative on sub-committees;
- Signatory if required to accounts as stated in the P&C Constitution;
- WACSSO Liaison, acts as the link between the P&C and WACSSO.

Duties

The Vice President's duties include:

- Sharing duties and responsibilities with President as agreed;
- Being WACSSO Liaison (replaces the WACSSO Representative role) and speaks about WACSSO activities and communications;
- Being supportive and attend meetings;
- Collating and submitting P & C new items for the P & C webpage and school newsletter.

Secretary

The Secretary's role is essential to the effective and efficient operation of the P&C by supporting the President and being responsible for communication and correspondence, and maintaining effective records.

Duties

The Secretary's duties include preparing in anticipation of meetings through:

- Notifying members of dates for meetings; preparing and distributing agendas;
- Obtaining reports from sub-committees, receiving and managing correspondence and noting apologies;
- Taking minutes of meetings and distributing them in nominated timeframe;
- Updating membership register after each general meeting;
- Clearing mail and keeping the President informed on all issues;
- Ensuring close communication and cooperation between the parent association, office staff, school staff and parents;
- Monitoring the P&C email account and referring enquiries as required.



Treasurer

The Treasurer reports on and is accountable for the finances of the P&C.

Duties

The Treasurer is responsible for:

- Keeping accurate financial records of all receipts and expenditures;
- Issuing receipts for all monies received, and paying accounts as authorised;
- Banking all money regularly;
- Presenting a financial report at each general meeting;
- Arranging an externally audited financial report for the Annual General Meeting (AGM);
- Reconciling deposits and cheque books with monthly bank statements;
- Payroll.

Executive Officers (minimum three)

Duties

The responsibilities of the Executive Officers include:

- Act as representatives of the P&C;
- Provide support to the key roles;
- Vote on Executive matters;
- Attend P&C meetings as required.

Committee Responsibilities are subject to direction of the P&C and include the following:

- Fundraising Sub-Committee
- Canteen Coordinator
- Uniform Shop Convener
- School Board Representative



Fundraising Sub-Committee

The Fundraising Sub-committee assists the P&C in coordinating fundraising activities at Caralee School Community and includes but is not limited to:

Duties

- Preparing a fundraising and event calendar ratified by the P&C;
- Maintaining and publicising the events calendar;
- Co-ordinating volunteers to assist with delivery of activities;
- Providing leadership to event coordinators;
- Discussing fundraising options and opportunities at P&C general meetings;
- Presenting budgetary requirements for events requiring financial outlay for P&C committee approval;
- Providing the President with relevant information for the school newsletter, website and annual report;
- Planning, managing, delegating and overseeing all fundraising and event activities assisted by the Fundraising Sub-Committee;
- Providing leadership to event coordinators and assist in the execution of all fundraising and event activities;
- Investigating potential opportunities and new ideas for funding new school projects;
- Providing a Fundraising Report at P&C meetings and discuss options and opportunities
- Taking Minutes of Committee Meetings and sending to the P&C Secretary.

Canteen Coordinator

The Canteen Coordinator is responsible for assisting the school canteen manager and coordinating volunteers.

Duties

Responsibilities include:

- Updating a menu which embraces healthy food guidelines (the traffic light system);
- Ensuring the menu pricing structure is sound;
- Coordinating volunteers for days when the canteen is open;
- Maintaining an information pack for volunteers to ensure that there are clear instructions around safe food handling, workplace health and safety, cleaning and other general procedures;
- Providing written recipes and guidelines for menu items for volunteers to implement and follow;
- Rotating the menu for summer and winter;
- Being a central point of contact for the Canteen;
- Referring any concerns/issues to the P&C President;



- Liaising with school staff to ensure students with food allergies are accommodated. (Note: Caralee CS is a nut-free school);
- Coordinating theme days.

Uniform Shop

The Uniform Shop Convener is responsible for:

- Stock control and ensuring adequate supply to meet needs of school community;
- Coordinating supply of Year 6 Leavers polo shirts;
- Consulting on proposed changes and suppliers;
- Supporting the overall appearance of the school community in line with the school's Uniform Policy;
- Opening the Uniform Shop for sales;
- Liaising with school staff regarding uniform supply;
- Distributing orders to families.

P&C School Board Representative

The Representative attends School Board meetings and participates in:

- Determining the objectives, priorities and general policy directions of the school;
- Developing school development plans incorporating frameworks, priority areas, time lines and evaluation/review;
- Providing feedback to the P&C on the above.

General P&C Committee Members

P&C membership is open to all parents & carers of pupils who attend the school and to any citizens within the school community.

The P&C maintains a register of members (i.e. any person who has paid the annual \$1 subscription is automatically a member of the association).

Parents & carers are able to attend meetings without having to become a member, however if they choose not to become a member they do not have an entitlement to vote.

In the spirit of building community and remembering that the children's needs are front and centre of all P&C initiatives, parents are reminded that the P&C is run in the best interests of our students and not for individual benefit.

