



ANNANDALE PUBLIC SCHOOL Parents & Citizens Association

Benefiting our children and their school

Annandale Public School P&C Roles – 2013

The P&C Executive consists of the President, two Vice-Presidents, a Treasurer and a Secretary, as well as the School Principal. The Executive meet a few days prior to each P&C meeting to discuss the agenda, and may also meet at other times for planning purposes.

President

The President is responsible for ensuring the successful functioning of the Association so it can achieve its objectives:

- fostering the fair participation of all members
- ensuring adherence to our constitution
- chairs meetings of the Association and the Executive Committee - preserving order, ruling on contentious matters, assisting the progress of discussion

The President also represents the Association at official functions and act as the Association's spokesperson when public statements or actions are appropriate.

Vice-President

The Vice-Presidents take on any of the Presidential duties defined above when invited to do so by the President, or when the President is, for any reason, unable to undertake those duties. If, for any reason, the President's office falls vacant, one of the Vice-Presidents should act as interim President until a new one is elected.

The Vice-Presidents typically have an additional P&C co-ordinator role as detailed in this document.

Treasurer

The Treasurer is responsible for the sound financial management of the Association: receives and deposits monies:

- maintains records
- draws cheques
- presents accounts, in the form of a report, at each general meeting
- presents all records for auditing each year
- keeps financial records for the uniform shop including the accounting of the annual stocktake
- ensures that the audited accounts are tabled for adoption at the Annual General Meeting.

Secretary

The Secretary is the principal administrative officer of the Association:

- prepares, in consultation with the Executive, all meeting agendas
- maintains a list of financial (voting) members
- attends every Association meeting and takes minutes or distribution by email to members

Education sub-committee chair

The Education sub-committee chair works closely with the School executive and staff to ensure the P&C help the school meets its education objectives.

This may include:

- managing and monitoring requests for new education resources through the P&C
- supporting education events and programs throughout the year – such as Premier's Reading Challenge and Book Week
- providing a parent perspective for school decisions related to the curriculum and learning
- organising parent education sessions

Fundraising & Communications co-ordinator

The Fundraising & Communications co-ordinator supports the P&C's print and digital communications within the school and to the external community, including information on our fundraising calendar.

They work closely with the class rep co-ordinator to ensure parents and carers have timely information about P&C events and news, including social events, fundraisers and information sessions.

This includes:

- P&C portal on the school website
- letters, emails, posters, flyers
- sponsorship proposals and fundraising letters
- send invitations to external P&C events
- research and write submissions for relevant school or community grants
- provides Class Reps with the information/templates they need to run class events, such as Mother's Day stall.
- seeks and filters passive fundraising opportunities, and finds volunteers to help co-ordinate them (such as Aussie Farmers, entertainment guides, retailer loyalty points)

Class Representative co-ordinator

The Class Rep co-ordinator manages our team of P&C class reps, and works closely with the Communication and Fundraising co-ordinators.

- sends regular emails to class reps for distribution via email
- ensures all classes receive information in a timely manner
- helps class reps organise their class fundraising events
- supports communication flow between P&C, class parents and carers, and the school

Class Representative

Every class needs two volunteers to act as class representatives throughout the year. You'll be the contact point between teacher, parents and P&C, and manage our most important P&C communication tool – the class email lists.

It's a great opportunity to get involved in your child's class and get to know the other parents. It does not require a huge amount of time, but you will need regular (daily) access to email, and we hope you can attend P&C meetings once a month.

Role of the class rep

- Gather and manage class list email addresses
- Pass on regular P&C communication to class parents by email
- Request assistance with class activities and P&C events
- Act as a liaison between teacher and parents
- Welcome new parents and families to the school and class
- Stays informed of school news, and help other parents with questions
- At least one class parent should attend each P&C meeting.

Some things you might be involved in during the year...

- Organise volunteer roster for your class P&C event (eg Mother's Day gifts)
- Ensure teacher has parent support for class activities, such as reading groups
- Pull together class hamper or prize donations for Trivia Night
- Contribute class point of view at P&C meetings
- Organise end of year teacher gift

Uniform Shop co-ordinator

The Uniform Shop co-ordinator oversees the operation of the Uniform shop, including:

- managing volunteer roster and order system
- opening and closing uniform shop once a week (daily for first week of school year)
- banks the taking and sends report to Treasurer
- arranges payment of invoices through the Treasurer
- order new stock as needed
- completes Annual Stocktake

P&C sub-committees and working groups

Traffic Safety

Working with police, local and state government to improve safety for pedestrians around the school.

C.H.A.T. (Cooling and Heating Action Team)

Working with DEC to find a solution for our unflued gas heating system.

Learning Garden

Managing new plantings, harvest and upkeep of our school Learning Garden, including weekly maintenance roster and regular working bees.

Kitchen

Working on developments with the teaching kitchen project.

Friendly Schools

The Friendly Schools program is important for our children and community. Make a difference by being involved with this program.