

Responsibilities of P&C Executive

P&C President

- presides at every meeting of the association in which she/he is present
- shall have a deliberative vote and a casting vote
- shall be a signatory on P&C accounts
- is the officer empowered to sign any agreement for and on behalf of the P&C
- provides leadership (delegate)
- acts as representative of the P&C
- ensures communication between P&C, school and community

Vice-President

- Provides support and assistance to the President
- acts as Chair for any subcommittees established by the Association
- shall be a signatory on P&C accounts
- chairs meetings from which the President is absent
- Carries out any duties that have been delegated by the President
- Provides essential support for the President and possibly assist the Secretary or the Treasurer

P&C Treasurer

It is the Treasurer's responsibility to:

- supply a statement of finance to every meeting
- ensure that all monies received are banked promptly in the appropriate account
- liaise with our book keeper to ensure that all monies are dealt with appropriately
- shall be a signatory on P&C accounts

P&C Secretary

- shall be a signatory on the accounts
- cannot hold the office of Treasurer
- records all proceedings of any meeting of the Association by way of full and accurate minutes
- receives agenda items prior to the meeting and assist the President in preparing an agenda for each meeting
- collate agenda papers for each meeting - including subcommittee reports
- maintains attendance records and a register of members including life members
- prepares and presents minutes of P&C at each general meeting
- records and deals with correspondence in/out as directed by the P&C

