P&C Executive Roles as at November 2015

President
This position is largely one of leadership and guidance to the P&C and includes;
- Liaison with the principal, P&C executive, members and parents.
- Reviewing of incoming correspondence.
- Chairing of P&C meetings.
- Officially representing the P&C at School Council (and being delegated with P&C Approval).
- Attending functions and being approachable and accessible to the school community.
- Being a signatory to accounts.
- Forming part of the P&C executive.

Email: enpsandcpresident@hotmail.com

Vice President (2 positions – Retail and Activities)
The role of these positions includes;
- Support / deputize for the President.
- Forming part of the P&C executive.
- Being a signatory for the Uniform Shop and Canteen (Retail) accounts
- Being a signatory for the Band and Dance Programs (Activities) accounts

Treasurer
The role of this position includes;
- Maintenance of the P&C financial records (including preparation of the cheques for payment as authorised and reconciliation of bank statements with P&C records).
- Preparation of the financial reports for each meeting.
- Being a signatory to P&C accounts.
- Preparation of audited statement of accounts for approval at each AGM.
- Forming part of the P&C executive.

Secretary
The role of this position includes;
- Chase subcommittee reports prior to monthly P&C meeting.
- Collating subcommittee reports and agenda for distribution prior to monthly P&C meeting
- Recording and distributing the minutes of the monthly P&C meeting.
- Forming part of the P&C executive.
- Being a signatory to P&C accounts.
- Checking the email account for pertinent correspondence and forwarding as appropriate.

Email: enpsandcsecretary@hotmail.com
**General Members x 2**

The role of this position includes:

- Forming part of the P&C executive.
- Attend P&C Special Meetings which may be scheduled outside of normal P&C monthly meetings.

**P&C Non Executive Roles**

**Band Managers x 2**

This role involves:

- Report monthly to the P&C meeting either verbally or in writing.
- Chair Band Committee meetings.
- Liaising with band conductors.
- Liaising with parents regarding band schedules and events.
- Organise instrument maintenance, distribution, and collection.
- Organising instrument purchase.
- Organising the end of year Band Concert.

The Convenor is aided by the Band Committee: Treasurer, Training, Concert, and Senior Band Coordinators, Band Camp Coordinators, Events Coordinator, School Liaison, and General Members

Email: enpsband@gmail.com

**Book Club Coordinator**

This role involves:

- Report monthly to the P&C meeting either verbally or in writing.
- Liaising with Scholastics Australia for the maintenance of the ENPS account.
- Distributing Scholastic Australia Book Club Catalogues to all kids.
- Using the Linked Online Ordering & Payment (LOOP) system for book order management.
- Distributing ordered books to the children

Email: enpspandcbookclub@hotmail.com

**Canteen Convenor**

This role involves:

- Reviewing the job description for canteen manager with other relevant P&C executives (as required)
- Member of the interview panel for canteen manager (as required)
- Together with a member of the P&C executive conduct annual performance management review with the canteen manager
- Communicate regularly with the canteen manager regarding the weekly running of the canteen. Note the canteen manager is responsible for stock management, volunteer rosters, banking of any cash takings (and reporting these to the canteen treasurer), purchasing of canteen supplies (and providing invoices to the canteen treasurer) and overseeing food preparation.
• Overseeing the canteen committee
  o Set committee meetings as needed (2-4 per year)
  o Review & update canteen policies (operational, food safety, work health & safety)
  o Review & update canteen menu (in line with Fresh Tastes at School initiative, allergen advice, meal of the week specials, price reviews, new items, unpopular items)
  o Replacement of equipment in the canteen (as required)
• Liaise with the canteen treasurer regarding the annual canteen budget. Note the canteen treasurer is responsible for all MYOB management, payment of invoices, payment of wages & super to the canteen manager, monthly financial reporting to the P&C treasurer.
• Together with canteen manager liaise with Events Co-ordinators who need to use the canteen facilities or canteen suppliers to run their functions
• Together with the canteen manager liaise with the school (school liaison teacher, principal) on any concerns that impact on the wider school community
• Together with the canteen manager communicate with the school community regarding canteen menu changes & events (via email, school newsletter, SkoolBag App, P&C facebook page)
• Report monthly to the P&C meeting either verbally or in writing

The Convenor is aided by the Canteen Committee: Treasurer, School Liaison, and General Members.

Chess Club Coordinator
Chess Club meets on Fridays at 4pm in the School Library. This role involves:-
  • Liaising with the chess tutors.
  • Organise Parent Supervision Roster.

Dance Convenor
In 2015 the ENPS P&C Dance Program included 57 boys and 131 girls participating, totalling 188 students in 9 groups from all year levels. The role of Dance Convenor includes:-
  • Report monthly to the P&C meeting either verbally or in writing.
  • Liaising with dance teachers.
  • Sorting students into classes.
  • Scheduling classes.
  • Purchasing and sorting costumes.
  • Organising the end of year Dance Concert.

The Convenor is aided by the Dance Committee: Treasurer, Class Parent Coordinators, ad-hoc volunteers.

Email: enpspandcdance@hotmail.com

Events Convenor
This role includes:-
  • Report monthly to the P&C meeting either verbally or in writing
  • Ensuring the traditional events such as Mother’s Day Stall, Father’s Day Breakfast, and Kids Discos are allocated to a group of individuals to make it happen.
  • And anything else you want to bring to the role!

Events Committee: heaps of people that love to have a party?!

Email: enpspandcevents@hotmail.com
Grounds Maintenance Coordinator

The role involves:-

• Report monthly to the P&C meeting either verbally or in writing
• Coordinating rosters for the maintenance of the extensive ENPS grounds
• Coordinating working bees
• Maintaining a list of volunteers
• Maintaining a list of grounds improvement tasks identified by the staff and parents of ENPS

Uniform Shop Convenor

This role includes:-

• Report monthly to the P&C meeting either verbally or in writing.
• Chair the Uniform Shop Committee meetings.
• Manage communications to the school community.

The Convenor is aided by the Uniform Shop Committee: Treasurer, Stock Controller, Shop and Flexischools Coordinator, Kindy Orientation Facilitator, Stationary Pack Coordinator, School Liaison, and general volunteers

Email: enpspandcuniformshop@hotmail.com