

President

This position is largely one of leadership and guidance to the P&C and includes;

- Liaison with the principal, P&C Officers, 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.

Vice Presidents (2 positions)

The role of these positions includes;

- Support / deputize for the President.
- Desirable (though not mandatory) to be Event Committee coordinator.
- Forming part of the P&C executive.

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;

- Recording the minutes of the meeting and distribution/display of the minutes after each meeting
- Forming part of the P&C executive.

Parent and Community Communications Advisors

- Provide a link between the P and C and members of the Parent and wider community who may not be able to attend P and C meetings.
- Provide specific advise on Programs that are in keeping with Parent and Community directions.
- Forming of the P and C Executive.

Correspondence Secretary

The role of this position includes;

- Receiving of incoming correspondence.
- Preparation of outgoing correspondence as requested.
- Preparation of the summary correspondence report for each meeting.

Auditor

The role of this position includes

- Undertaking of an audit of the P&C accounts prior to the AGM each November.

- Providing account-keeping guidance if requested.
- The position is not to be held by a P&C member but may be a member of the school community. Must be a qualified accountant.

Event Committee Co-ordinator

The role of this position includes;

- Guidance and leadership to the Events Committee.
- Providing a monthly report to the P&C Meeting.
- Desirable to be willing to serve as Vice President and be part of exec, reporting details of events

The Events Committee (to include Special Events)

- Sets and implements an agenda of activities to generally support the P&C, these activities need not be specifically Fund Raising Events but need to be endorsed by the P&C.
- A minimum (3) of P&C members are required to work in unity with the school community to co-ordinate and stage annual special events (fete, fireworks, etc).
- Presents monthly reports to the P&C.

Grounds Co-ordinators

The role of this position includes;

- Organisation and management of grounds maintenance including rostering and team
- Leading on nominated maintenance days.
- Organisation of the repair of all equipment.
- Liaison with the school on grounds requirements.

Grounds Committee

Clothing Pool Co-Coordinator

The role of this position includes;

- Management of the Clothing Pool in accordance with the rules of operation.
- Supervision of the opening of the Clothing Pool and general sale of clothing.
- Ordering and management of stock levels in accordance with the budget.
- Responsibility for the banking of all monies taken by the Clothing Pool.
- Reporting to the P&C at meetings.

Building fund Contribution Committee

- Organises collection banking and receipting of the Building fund Contributions in accordance with the rules of the building fund.
- Reports to the P&C on progress of building fund Contributions.
- As per building fund rules this committee will be made up of P and C president, Treasurer and three other members of the P and C..

Band Committee

Modern Jazz Committee

Resource Room Coordinator

The resource room is located in the same block as the staff room. It provides home readers and other reader books to the teachers. Responsibilities of the Resource Room coordinator include:

- Refile reader books
- Sorting book shelves
- Covering of new books
- Yearly stocktake

Ice Block Coordinator
School Watch

French Coordinator
Chess Coordinator