



## **P&C Position Descriptions**

### **President Role**

Generic: The President chairs all general and executive committee meetings of the association. The role of the President includes providing leadership acting as a spokesperson for the association reporting to P&C meetings about the activities of the P&C exercising some supervision of the functions of other office bearers ensuring adequate and efficient communication exists between the members of the association and the members of the school board encouraging parents to participate.

Specific:

- Ensuring good communications with the School
- Responding correspondence email and letter, as required
- Resolving issues through P&C Executives participation
- Providing guidance and P&C Exec support to P&C Sub-committees and P&C representatives

Expected Level of Effort: 25 Hours / month

### **Vice President Role**

Generic: The role includes presiding as chair at meetings where the President is absent being familiar with the operation of the P&C becoming acquainted with the duties of President having a working understanding of meeting rules and procedure undertaking tasks to reduce the burden of the President.

Specific:

Vice President 1: Oversighting P&C Sub-committees work by selectively attending subcommittee meetings and then assisting the P&C meetings accordingly.

Vice President 2: Oversighting P&C Representative's work in School Committees by selectively attending School committees and then assisting the P&C meetings accordingly.

Expected Level of Effort: 15 Hour / month

### **Secretary Role**

The Telopea Park School P&C Secretary is part of the P&C Executive. In addition, the primary responsibilities of this position are to:

- . prepare and circulate P&C meeting agendas
- . record and circulate minutes from P&C meetings
- . maintain contact lists for P&C position holders
- . maintain an actions list from meetings

The demands of this position can fluctuate but on average requires a minimum commitment of 10 hours per month.

### **Treasurer Role**

The Telopea Park School P&C Treasurer is part of the P&C Executive. The position of Treasurer entails:

- Receipt and care of all P&C monies.
- Payment of authorised bills from P&C funds.
- Bookkeeping of P&C accounts.
- Organising insurance for the P&C.
- Reporting to P&C members on a regular basis the receipts and payments handled.
- Preparing a Financial Statement of Income and Expenditure and a Balance Sheet for the audit of the P&C books.

The demands of the role vary throughout the year. In the first half of the year the hours needed are minimal, but at least 10 hours a month is needed in the second half of the year. In addition, at least a full days work is needed to manage fete financial matters.

### **Public Officer Role**

The Public Officer is a member of the P&C Executive. In addition, the main role of the Public Officer is to act as a contact point between the P & C Committee and the Office of Regulatory Services (ORS). This involves lodging an Annual Return with the ORS and notifying them of any changes, such as changes to the Committee or changes to Committee objects or rules.

The Public Officer role requires around 10-15 hours annually.



### **P&C Delegate Role**

The Telopea Park School P&C Secretary is part of the P&C Executive. In addition, the primary responsibilities of this position are to:

- . attend the monthly meeting of P&C Council (in Stirling, lastly approx 2.5hrs)
- . represent the views of the P&C at Council meetings
- . report back to the association on the meetings
- . initiate discussion on system education issues

The demands of this position can fluctuate but requires a commitment of around 6 hours per month.

### **P&C Communications Officer Role**

The Communications Officer is part of the P&C Executive and manages the Telopea P&C website (at [www.telopeapnc.org.au](http://www.telopeapnc.org.au)) including:

- ongoing management of content to ensure the site is current and up-to-date;
- promotion of P&C activities online such as the Fete and Raffle;
- publishing relevant P&C documents such as minutes as required; and
- attending to occasional emails to the [webmaster@telopeapnc.org.au](mailto:webmaster@telopeapnc.org.au) email address.

The time commitment is estimated to be 4-5 hours per month including meetings.

### **Assistant Secretary Role**

Supports the P&C Secretary by a) undertaking the Secretary's role if he/she is unavailable to attend P&C meeting/s and b) providing additional administrative support as needed/requested.

### **Assistant Treasurer Role**

Supports the P&C Treasurer by a) undertaking the Secretary's role if he/she is unavailable to attend P&C meeting/s and b) providing additional administrative support as needed/requested.

### **Grants Officer Role**

Develops contacts and applies for relevant grants. The role requires liaising with the school as applications depended on the preferences and commitment of the school.

### **Lost Property Coordinator Role**

This position involves sorting the cupboards every 1-2 weeks. Items need to be separated into named and unnamed items. The job is easier and more enjoyable if there are two people.

## **P&C Sub-Committees**

The P&C Association welcomes parents and carers who are keen to support the school and help raise funds. Support and fundraising services are structured in the form of the P&C sub-committees. They coordinate their own activities but report to the P&C Executive.

### **Fundraising and Sponsorship Sub-committee**

This committee will ensure a coordinated approach to P&C fundraising activities and obtaining much needed sponsorship and grants for the fete, raffle and other activities. Team leaders are required for both the fete and the raffle to start organising these events from quite early in the year.

### **Bon Appetit Telopea Sub-committee**

Bon Appetit are passionate about wellness, health, good food and celebrating culture through food. They are interested in working with the school community to assist Telopea Park School reflect these values through their activities, learning strategies, celebrations and food events. If you share these passions and would like to become involved, then please contact the committee at [bonappetit.telopea@gmail.com](mailto:bonappetit.telopea@gmail.com) or come along to one of the scheduled P&C meetings where members of this committee and others will be in attendance.

### **Before and After School Care**

This sub-committee oversees the Before and After School Care Program which is run as a fully licenced and accredited out of school hours care provider with permanent and casual staff. It comprises a Chair, Treasurer and Secretary. Sub-committee meetings are held once a term and all parents are invited to attend.

### **Primary Playground Sub-committee**

The P&C has allocated a significant amount of funding for projects related to the revitalization of the primary playground. This committee will liaise closely with the school in determining the parameters of these projects and for progressing the ideas put forward from last year's committee regarding a master plan to guide all smaller projects. This is an important sub-committee as the primary school playground will be experiencing an increase in child numbers from 2015 onwards.



### **Music Sub-Committee**

This sub-committee supports and promotes musical activities within and beyond the school. A web newsletter is released periodically to keep Telopea families up-to-date with musical happenings in our community.

### **Traffic Sub-committee**

This committee looks at traffic issues around the school and how to improve safety for students. If driver behaviour and parking around the school bothers you, please contact the P&C Exec and we'll put you in touch with the coordinator of this group.

## **School Committees**

There are a number of school committees in which parents are invited to participate and represent the P&C. In 2015, the following school committees will be seeking parent/carer representation. Please contact the P&C President or indicate your interest at the forthcoming AGM on February 11th.

**Curriculum Committee** (Chair: Tom Kobal)

**Gifted & Talented Committee** (Chair: Robin Egerton)

**Bilingual Education Committee** (Chair: Julien Dugas)

**IT Committee** (Chair: Tom Spollard)

**Bring Your Own Device (BYOD) Committee** (Chair: Tom Spollard)

**Health Promoting School Committee** (Chair: Mary De Poorter)

**Reconciliation Action Plan Committee** (Chair: Mary De Poorter)