

## P&C Position Descriptions

### President

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

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 and having a working understanding of meeting rules and procedure undertaking tasks to reduce the burden of the President.

Specific:

Vice President 1: Oversighting and assisting the BASC sub-committee work by attending subcommittee meetings and then assisting the P&C meetings accordingly.

Vice President 2: Oversighting Fundraising and Sponsorship subcommittee by attending committees and then assisting the P&C meetings accordingly.

Expected Level of Effort: 15 Hour / month

### Secretary

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

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

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

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

The Communications Officer manages all Telopea P&C marketing and parent communications including:

- ongoing promotion of P&C fundraising and subcommittee activities through a range of media such as the P&C website, flyers, school newsletters, P&C emailing list, Skoolbag app, Twitter and Facebook;
- liaison with the school administrative staff. The time commitment is estimated to be 10 hours per month including meetings.

### P&C Webmaster

- ongoing management of website to ensure the site is current and up-to-date;
- publishing relevant P&C documents to the website (e.g. meeting minutes, policies, etc)
- work with the Communications Officer to assist with online promotion of P&C fundraising and other activities

### Assistant Secretary

Supports the P&C Secretary by:

- undertaking the Secretary's role if he/she is unavailable to attend P&C meeting/s
- providing additional administrative support as needed/requested.

### Assistant Treasurer

Supports the P&C Treasurer by:

- undertaking the Secretary's role if he/she is unavailable to attend P&C meeting/s

- providing additional administrative support as needed/requested.

### Grants Officer

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

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.

### 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. Subcommittee 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 2019, the following school committees will be seeking parent/carer representation. Please contact the P&C President to indicate your interest in the following committees: Curriculum Committee, Gifted & Talented Committee, Bilingual Education Committee, IT Committee, Bring Your Own Device (BYOD) Committee, Health Promoting School Committee, Reconciliation Action Plan Committee.