

Chatswood Public School P&C Association

Position Descriptions

This document provides a summary of P&C's Executive and non-Executive leadership positions including responsibilities and estimated time commitments. These positions are elected at the P&C's Annual General Meeting (in November) each year.

Other temporary roles may be appointed from time to time, at the discretion of the P&C Executive Committee, to lead specific initiatives. The responsibilities of those roles will be specified at that time.

The Principal of the School is an ex-officio member of the P&C Association, the Executive Committee and all sub-committees. A description of the Principal's role is included at the end of this document, for information.

Executive roles:

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Non-Executive roles:

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Ex-officio:

- School Principal page 11

P&C President

The P&C President is a member of the P&C Executive and all P&C sub-committees. The President provides leadership and guidance to the P&C, and has overall responsibility for ensuring the successful functioning of the P&C, including achieving its objectives and operating in accordance with its Constitution and By-laws.

The President will:

- establish and maintain active communications with the school, through the Principal, and ensure the P&C takes part in relevant decision-making processes in the school
- liaise with the school Principal on matters arising from the P&C Executive, sub-committees and P&C meetings to ensure decisions and actions by the P&C are aligned with school priorities
- act as the P&C's spokesperson when public statements or actions are needed
- chair P&C meetings and Executive Committee meetings, ensuring open discussion and fair participation by all members
- watch for and declare any perceived and/or real conflicts of interest
- be informed of all sub-committee meetings and decisions
- ensure P&C records are kept up-to-date
- ensure payments are approved for appropriate purposes
- be a signatory to P&C accounts
- respond to correspondence by email and letter, as required

Estimated time commitment

Approximately 12-16 hours per month (including Executive Committee meetings).



P&C Vice-President (2)

The P&C Vice-President is a member of the P&C Executive, and supports the President and other committee members in their roles.

The Vice-President will:

- attending P&C and Executive Committee meetings and assist with issues arising
- take an active role in assisting with events being organised by the P&C
- become familiar with the operation of the P&C
- carry out duties delegated by the President, including independent projects as required from time-to-time
- be a signatory to P&C accounts
- promote the P&C and the successes of the school to parents and the community
- preside as chair at meetings where the President is absent
- act as an interim President if the President's position falls vacant
- be responsible for ensuring the P&C meets its obligations regarding Working with Children Checks (WWCC), including confirming all paid staff have valid WWCC Clearance certificates, and volunteers have WWCC Declarations where required (1 Vice President to take this role).

Estimated time commitment

Approximately 6-8 hours per month (including Executive Committee meetings). Additional time may be required for ad hoc special projects.



P&C Secretary

The P&C Secretary is a member of the P&C Executive. The Secretary is the principal administrative officer of the P&C and has overall responsibility for accurate record keeping of the P&C's operations.

The Secretary will:

- prepare and circulate all meeting agendas in consultation with Executive Committee members
- collate and distribute agenda papers for each meeting (including subcommittee and financial reports)
- receive and present incoming correspondence at meetings, and draft replies as required
- attend every P&C meeting and Executive Committee meeting, and record and circulate meeting minutes
- maintain contact lists for P&C position holders
- regularly communicate information about the P&C, meetings and events to parents and the community via the weekly school newsletter, P&C website, P&C Facebook page and other media as appropriate
- be a signatory to P&C accounts
- have custody and ensure currency of official records of the P&C, including the Constitution, By-laws, operating guidelines, register of financial (voting) members, meeting minutes, and meeting attendance book

Estimated time commitment

The demands of the Secretary's role vary through the year but on average require approximately 14 hours per month (including Executive Committee meetings).

P&C Treasurer

The P&C Treasurer is a member of the P&C Executive, and has overall responsibility for the financial management of the P&C, including all subcommittee accounts. A background in basic accounting is essential.

The Treasurer will:

- comply with the *Accounting Manual for P&C Associations*
- be accountable for and maintain the P&C's financial records (including receive and deposit monies, prepare cheques or EFTs for payment, and reconcile bank statements with P&C records)
- supply a consolidated income and expenditure statement of all P&C businesses, and reconciled bank statement at each P&C meeting
- ensure that the P&C has sufficient insurance coverage and renew the policy every year
- notify the insurer 2 weeks in advance of each P&C fund raising event (including certificate of currency from any third party provider)
- prepare a consolidated annual budget for the P&C
- manage the year-end audit in preparation for the AGM in November (including preparation of documentation, drafting of statutory annual reports, and organising uniform shop stocktake)
- provide all required documentation to the nominated auditor (including financial records and copies of P&C meeting minutes)
- maintain proper records of the paid P&C employees including leave liabilities and employment contracts
- lodge all statutory returns including quarterly GST, ACNC annual statement and the NSW Federation of P&C Associations
- ensure that the P&C complies with all legal and taxation requirements
- be responsible for the management of the bookkeeper employed by the P&C to provide financial accounting services

Note

- The P&C's financial year is 1 October - 30 September.
- Payments of expenses for both the Chatswood Public School Canteen and Uniform shop are delegated to the sub-committees. However, the P&C Treasurer must ensure that payments made by the businesses are in accordance with the P&C Constitution.

Estimated time commitment

The demands of the Treasurer's role vary through the year: in some months the hours needed are minimal, but towards year-end at least 12 hours a month may be required.

P&C Convenor and Assistant Treasurer (Canteen and Uniform Shop Sub-committees)

The Canteen and Uniform Shop are two business units that operate within the school, each supported by a P&C sub-committee. The units provide services to assist families and generate profits to be allocated by the P&C for resources for children at the school.

The Canteen and Uniform Shop Sub-committees are each led by a Convenor and supported by an Assistant Treasurer. These leadership positions have delegated authority through the P&C Executive to guide and oversee the management and operations of each business unit.

The Convenor will:

- ensure the business unit is well-run and provides high quality services to the parents and children of the school
- ensure effective staffing of the business unit through paid staff and volunteers
- manage paid staff
- ensure efficient operations of the business unit including online ordering services
- submit proposals for major service improvements/changes to the P&C Executive, and subsequently at P&C meetings, for consideration and approval
- provide regular updates at P&C meetings on matters relevant to the business unit
- communicate significant changes about the business unit to parents via the school's weekly newsletter and P&C website
- liaise and negotiate with other parties using the canteen
- inform the P&C President of all Sub-committee meetings and decisions, and any matters of concern associated with the operations of the business unit
- lead sub-committee meetings as required

The Assistant Treasurer will:

- maintain the business unit's financial records (including receive and deposit monies, and reconcile bank statements with P&C records)
- prepare an annual budget for the business unit for submission to the P&C Treasurer
- liaise with the P&C Treasurer about year-end audit preparations including drafting annual reports and organising stocktake)
- provide regular updates at P&C meetings on financial matters relevant to the business unit

Note

- The P&C employs a bookkeeper for each business unit which reduces the demands on the Assistant Treasurers.
- A background in basic accounting is beneficial.

Estimated time commitment

Approximately 4-5 hours per month per person (including sub-committee meetings).

Convenor, School Grounds

The P&C School Grounds Sub-committee leads initiatives to enhance the physical outdoor environments of the school (main and Bush campuses), predominantly through landscaping works and installation of play and educational equipment/resources.

The Convenor of the School Grounds Sub-committee will:

- provide leadership and advice on enhancing the physical outdoor environments of the school, in consultation with the P&C's Strategic Planning Sub-committee
- submit proposals for landscaping works, or installation of play or educational equipment/resources to the P&C Executive, and subsequently at P&C meetings, for consideration and approval
- coordinate and oversee approved works
- provide regular updates at P&C meetings on matters relevant to the physical outdoor environments of the school
- communicate significant landscaping works, or installation of play or educational equipment/resources to parents via the school's weekly newsletter and P&C website

Estimated time commitment

Approximately 2-3 hours per month.



Leader, Social/Fundraising Sub-committee

The P&C Social/Fundraising Sub-committee coordinates all annual P&C fundraising events, including seeking donations and sponsorship for these events from businesses and individuals in the community. Fundraising is one of the most important activities of the P&C, so that additional resources can be provided for children at the school.

The Leader of the Social/Fundraising Sub-committee will:

- provide guidance to the Class Parent Coordinator and Class Parents about the preparation and running of annual P&C school social events
- ensure fundraising efforts on behalf of the P&C are well-coordinated
- submit proposals for major changes to social/fundraising to the P&C Executive, and subsequently at P&C meetings, for consideration and approval
- provide regular updates at P&C meetings on matters relevant to social/fundraising events
- communicate information about social/fundraising events to parents via the school's weekly newsletter and P&C website
- inform the P&C Executive of any matters of concern associated with the operations of any social/fundraising event

Estimated time commitment

Approximately 2-4 hours per month.



P&C Class Parent Coordinator

The Class Parent Coordinator is the front-line contact person for the school's Class Parents and wider parent community. Each class at Chatswood Public School has one or two parents who volunteer as Class Parent(s) for the year. The Class Parent Coordinator and Class Parents help communicate information between the teachers, parents and P&C. Together they also lead many of the P&C's annual social fundraising events.

The Class Parent Coordinator will:

- conduct a Class Parent orientation session early in Term 1
- be the lead resource for Class Parents in fulfilling their roles (e.g., providing templates for class lists, providing guidance on social events in conjunction with the Social/fundraising Sub-committee)
- assemble all Class Parent contact lists at the commencement of the year
- review and update the lists each term, in collaboration with Class Parents
- assist Class Parents to coordinate class and annual social events
- provide regular updates at P&C meetings on matters relevant to Class Parents and/or social events

Estimated time commitment

Approximately 14-16 hours per month for Term 1, then 8-10 hours per month for the rest of year.



Leader, Strategic Planning Sub-committee

The P&C Strategic Planning Sub-committee prepares plans and recommendations to the P&C and school major capital works and infrastructure projects. The Leader of the Sub-committee must have a background in architecture and/or the building industry.

The Leader of the Strategic Planning Sub-committee will:

- provide leadership and advice on longer term planning of capital works and major infrastructure for the school, in consultation with the school Principal and School Grounds Sub-committee
- submit proposals for major capital works/infrastructure development to the P&C Executive, and subsequently at P&C meetings, for consideration and approval
- provide regular updates at P&C meetings on matters relevant to major capital works/infrastructure development at the school
- review and recommend a course of action to the P&C Executive Committee on any pertinent submission made to the P&C for capital works funding
- communicate significant major capital works/infrastructure developments to parents via the school's weekly newsletter and P&C website
- represent the P&C in discussions with the NSW Department of Education about major capital works/infrastructure development at the school
- inform the P&C Executive of any matters of concern affecting major capital works/infrastructure at the school

Estimated time commitment

Approximately 2-3 hours per month.



School Principal (ex-officio member)

The School Principal is an ex-officio member of the Association with the same voting rights as any other member, including moving and seconding motions. The Principal ensures the Association is fully-informed of matters pertaining to the school, its students and any broader issues relevant to the public school education system in NSW.

The Principal will:

- report to the Association at each general meeting on school matters of interest and relevance to the business of the Association, and respond to questions arising
- offer advice on Department of Education guidelines and policies
- be the Returning Officer at the P&C Association's Annual General Meeting, and conduct the necessary election of leadership positions to the Association
- receive notice of every meeting of the Association including the AGM, general meetings and Sub-committee meetings
- appoint a school staff delegate to attend meetings of the Association if s/he is unable to attend
- seek nominees from the Association to participate in Merit Selection Panels for school staff
- include the Association as a stakeholder in consultation processes that relate to the operations of the school

Estimated time commitment

Approximately 3-4 hours per month.

