

# HIGHGATE PRIMARY SCHOOL P&C COMMITTEE POSITIONS

## **President**

- provides leadership
- chairs all general and executive committee meetings of the association
- acts as a spokesperson for the association
- supervises the functions of other office bearers
- ensures adequate and efficient communication exists between the members of the association and the members of the school board
- encouraging parents to participate, be available for parents' general enquiries
- is an administrator of the Facebook page

## **Vice President**

- Steps into the role of the President should they be unavailable and undertakes tasks to reduce the workload of the President.

The Vice President needs to:

- be familiar with the operation of the P&C
- be acquainted with the duties of President
- understand meeting rules and procedure

## **Secretary**

- draws up, in consultation with President, the meeting agendas
- keeps full and correct Minutes of the P&C's proceedings
- acts upon decisions as directed by the meeting
- attends to the correspondence of the association
- looks after the association's documents
- maintains a register of financial members if applicable
- promotes the P&C via Facebook and liaises with the school communications officer about the newsletter and information flow to parents

## **Treasurer**

- responsible for all funds received and expended by the association – collect, count and bank all cash collected at P&C events
- prepares regular reports to P&C meetings
- holds ultimate responsibility for all funds, including all subcommittee accounts
  - Be aware of and approve employees (canteen and uniform) hours and wages
  - Ensure incoming bills/accounts be forwarded to the bookkeeper for payment

## **General Committee Members**

The Committee is also elected at the AGM

- Attend meetings and vote on P&C decisions
- Take on responsibility for specific events as required
- Promote the P&C among parents