



Shelley Public School

P & C Association

Office Bearers and their Duties

The Executive Committee consists of the officers of the association and up to six other members and carries out the decisions of the association. Members of the Executive Committee shall not receive any remuneration or other material benefit by reason of their position in the association.

The officers shall consist of President, two Vice-Presidents, Treasurer and Secretary, and shall be elected at the annual general meeting.

The President

- Shall preside at all meetings
- Liaise with the Principal and the staff
- Be a spokesperson for the parents of the school, both within the school and in the general community
- Be an ex officio member of all subcommittees.

The Vice President

- Shall carry out all the duties of the President when they are absent from meetings
- Will assist the President when ever needed to ensure the smooth running of the P & C Association
- Is responsible for co ordinating the Canteen and liaising between the Canteen Supervisor, the Canteen Committee and the P & C Association.

The Junior Vice President

- Shall carry out the duties of the President if both the President and the Vice President are absent.
- Will assist the President and Vice President as required
- Will be responsible in overseeing the Fundraising of the P & C Association.

The Secretary

- Shall carry out the official correspondence of the P & C Association
- Will maintain communication with the President regarding any action required between meetings
- Will take minutes of all association meetings – they may use a tape recorder if they would like to
- Will count the number of people attending each Association meeting.

The Treasurer

- Shall receive and deposit monies, maintain records, draw cheques and present accounts to each general meeting
- Present all records for auditing each year and shall hand over all records to the incoming Treasurer on relinquishing office.
- The requirements for handling money, keeping records, etc, in the School Manual on Financial Management shall be followed.

Executive Members

Executive members are required to help and contribute wherever they can and to help on the subcommittees of the Canteen and Uniform Shop.

To hold a position on any of the P & C Committees or to vote or nominate anyone for a position, you must be a financial member of the P & C.

Gaining membership is easy. Simply pay \$2.00 to the Treasurer on the night of the AGM prior to it starting, or put your \$2.00 in an envelope marked with your name, address and phone number and place it in the P & C box at the canteen.