

## **CORINDA STATE SCHOOL P&C Exec Roles 2021**

### **P&C President**

Provides leadership and is the accountable officer of the Association. Their role is to act as a representative of the Association, encourage communication between the Association, School Administration and the community and encourage participation in the Association. The president will be the Chair of the meeting and conduct them in an efficient and timely fashion being familiar with the rules, constitution and other documents governing Association operations.

### **Vice President – Business Operations**

Oversees the operations of the P&C Association businesses (Tuckshop & Uniform) and the liaison between the employees and P&C. Activities involved include coordination of hiring of new staff, ensuring position descriptions, performance programs and training are in place, operational planning and resolving staff concerns as well as concerns from the P&C generally through the Executive Committee

### **VP Community and Fundraising**

This role will focus on strategies for improved engagement with the parents and citizens to generate interest and involvement in P&C Activities. These strategies will build and strengthen connections, introduce processes to support these connections and grow our volunteers. Oversees the Fundraising committee and help to plan a variety of events throughout the year.

### **P&C Treasurer**

Has the overall responsibility for the financial management of the P&C. In their role they must comply with the Accounting Manual for P&C Associations in all respects. They prepare an annual budget and Annual Operational Plan for the P&C in consultation with the Executive Committee. It is the Treasurer's responsibility to keep accurate accounts of receipts and expenditures. This role works closely with President and Bookkeeper.

### **P&C Secretary- Minutes**

Collates the agenda/reports for each meeting, including the sub-committee reports) and assists the President in preparing an agenda for each meeting. They prepare and present minutes of the Association's meetings and record information pertaining to the activities of the associations. Maintains an up to date list of members and emails meeting dates, minutes and membership forms. Records and deals with all correspondence mail or email pertaining to the activities of the Associations.

### **P&C Secretary- Media**

Administrator of the P&C Facebook Group page, approves posts and membership to the page as well as liaises with members in regards to any posts that are not within the rules of the page. Assists the president with P&C posts to the school newsletter. Assists in the overall marketing of the P&C events on local Facebook pages