



# P&C

# Executive Positions



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# **P&C Committee – Position Descriptions**

The P&C Association at Bicton Primary School is affiliated with the state body WACSSO – the West Australian Council of State School Organisations Inc. The association operates in accordance with the WACSSO P&C Constitution and 2020 Handbook requirements.

The function of the P&C is to:

- Encourage parents to participate and become involved in school events.
- Act as a forum for parents to discuss issues pertaining to the school
- Gather opinions of parents on school-related topics
- Promote and support communication and co-operation within the school environment
- Promote school events and educational matters within the community
- Provide extra resources to the students in the school through fundraising initiatives

## **Executive Position - President**

- Ensure P&C is abiding by the requirements of the P&C Constitution and P&C Handbook
- Responsible for the overseeing and successful functioning of the P&C
- Presiding over and chairing the P&C meetings
- Fostering active participation of all members
- Welcoming new members and supporting volunteers in their efforts around the school
- Strong advocate for the school in the local community
- Ensuring the parent community is kept up to date with activities and developments
- Ensuring P&C items for the school newsletter are accurate and submitted on time
- Signatory on bank accounts
- Liaise with school Admin Team around dates/events
- Monitor P&C Facebook account and referring enquiries as appropriate
- Ensure compliance with the WACSSO P&C President's Guide Requirements to be actioned at the beginning of each new school year:
  - Hold AGM before end of April
  - Submit details of P&C Executive Committee Members to WACSSO and School Principal before 30th April
  - WACSSO Affiliation renewal by 30th June
  - Lodge Annual Financial Report to Australian Charities and Not for Profits Commission by 30th June
  - Insurance renewals by 31st July

## **Executive Position – Vice President**

- Provide support and assistance to the P&C President
- Chair Meetings, or parts of meetings, when the president is unavailable
- Represent the P&C at various events
- Signatory on bank accounts
- Liaise with WACSSO
- Ensure compliance with the WACSSO P&C President's Guide

## **Executive Position – P&C Secretary**

- Ensure minutes at meetings are accurate and recorded
- Type up minutes and submit to P&C President for review and approval within 10 days of meeting
- Distribute approved minutes vis email to all P&C members and School Administration Team
- Collect incoming correspondence from admin office and distribute to relevant members
- Custodian of official records and minutes
- Ensure compliance with WACSSO P&C Constitution & P&C Secretary's Guide

## **Executive Position – P&C Treasurer**

- Responsible for the P&C financial management and practices
- Maintain accurate financial records of all receipts and expenditures
- Check, audit and pay accounts as authorised
- Organise floats for paid events when required
- Present a brief financial report at each P&C meeting
- Present the Treasurer's Report at the annual AGM
- Signatory on bank accounts
- Retain financial records for 7 years
- Ensure compliance with WACSSO P&C Constitution & P&C Treasurer's Guide

