

Warrawee Public School P&C Association

Roles and Responsibilities

Elected P&C Office Bearer Positions

President

- Acts as a public representative and spokesperson for the P&C, including speaking at school presentation and orientation days
- Is an advocate for a welcoming and inclusive school community and supports volunteers
- Liaises regularly with the school principal and all P&C (Office Bearers, Members, P&C role holders, volunteers, staff etc)
- Member of the P&C Executive
- Oversees the P&C Executive, sub-committees and General Manager
- Ensures efficient communication exists between members of the P&C and the School (class emails, Warraweekly updates, brochures, app alerts, meetings etc)
- Ensures the P&C has a role in decision making processes in partnership with the school
- Sets the agenda and chairs P&C general and executive meetings
- Oversees administrative and compliance related tasks and adherence to the Constitution
- Is a signatory on P&C bank accounts

In reality- The 'big job', the leader of the parent/carer community. Someone who likes building relationships and is passionate about our school. Can be time-consuming but not as much as in the past with the new General Manager position up and running. It's a great way to really contribute to the school community and have a positive impact.

For more information: [Quick member info - Role of the President.pdf \(pandc.org.au\)](#) or email president@wpspandc.org

Vice President

- Supports the President and other Executive officers, fills in for the President
- Chairs meetings or parts of meetings under the direction of the President
- Chair meetings in the absence of the President
- Signatory on bank accounts
- Represents the President if the President is not available
- Member of the P&C Executive
- Provides support at any of the events the P&C organise
- Supports marketing and communication related tasks
- Helps update P&C content on the website and fortnightly Warraweekly
- May also be convenor of a sub-committee
- Needs to be familiar with the operation of the P&C and should understand meeting rules and procedure
- Assists with P&C policy development and maintains key registers
- Liaises with the school, P&C Executive and P&C General Manager

In reality – Be ready for anything the President throws at you and help out wherever and whenever possible. Suits someone who is a "doer", rolls up their sleeves and gets stuck in. Two positions available.

For more information please email vicepresident@wpspandc.org

Treasurer

- Ensures the P&C is complying with financial accountability requirements
- Focuses on financial policy, oversight, reporting and financial aspects of fundraising and events. The P&C General Manager (paid contract position) assists the Treasurer and manages the day-to-day operations of the Business Units, in consultation with the P&C Executive.
- Is a member of the P&C Executive, provides financial guidance
- Maintains financial accounts (currently via Xero)
- Administers the P&C bank accounts
- Presents audited accounts annually
- Creates and presents P&C budget annually
- Provides an update on the state of finances at each P&C meeting with regard to:
 - Business Units (operations)
 - Fundraising & Events
 - Donations (ie to school)
- Co-approves spending as required with either or both of the President and the General Manager
- Co-approves (fortnightly) bank payments to staff, suppliers
- Assists other P&C Executives to deliver financial outcomes (eg organising tax Invoices, facilitating authorised payments, floats for events, receipts etc)
- Fields questions on financial performance from Members
- Liaises with the school if needed

In reality - Takes care of all the money and ensures it is well looked after.

For more information: [Quick member info - Role of the Treasurer.pdf \(pandc.org.au\)](#) or email treasurer@wpspandc.org

Secretary

- Undertakes administrative tasks
- Collects and distributes P&C Association mail
- Manages the P&C documents
- Maintains a register of all members
- Ensures registration forms are available for new members
- Provides proper notice of upcoming meetings
- Helps prepare and distributes agenda, set by President and P&C Executive, before meetings
- Takes attendance and minutes at meetings and distributes to Members
- Ensures the Treasurer has been reminded to prepare financial reports
- Records exact wording of motions and amendments as they are presented.

In reality - Typically well-organised. Keeps everyone on track, is able to attend meetings and provides a friendly point of information for members.

For more information: [Quick member info - Role of the Secretary.pdf \(pandc.org.au\)](#) or email secretary@wpspandc.org

Elected P&C Executive Members

- Provide support to the key roles of President, Vice President (x2), Secretary and Treasurer
- A total of 10 Elected Members (including the Office Bearers) form the P&C Executive
- Usually Convenors (see below) are on the P&C Executive
- Assist at large events
- Attend P&C and Executive meetings
- Provide input and advice

In reality- this is perfect for those who are shy about leaping into the title roles. A great way to start on the P&C. It is also a good position for more seasoned members who have lots of experience to pass on but who have already contributed enormously to the P&C.

Other P&C Roles

Fundraising/Events Convenor

- Focuses on ways to connect our school community socially in an inclusive way
- Raises funds for our school from some events
- Plans social and fundraising events in collaboration with volunteers from the school community
- Discusses and presents events to the P&C Executive and to members at P&C meetings
- Works with the Treasurer and General Manager in developing budgets for proposed events based on adequate research and planning, for approval at P&C meetings
- Organises and delivers events in a team environment, taking into account the safety of attendees and volunteers
- Ensures events are well advertised to the school community
- Is adaptable to move with changing requirements for running events, big and small
- Member of the P&C Executive

In reality - Party People with a passion for connecting our school community!!! Most of the P&C executive have done this role at one point or another and have all lived to tell the tales. It's all about teamwork and having fun. Easier than planning weddings - on a par with birthday parties - just bigger!

For more information please email events@wpspandc.org

Community Convenor

- Understands the diverse culture of the school community
- Provides parents and carers with opportunities for relevant learning opportunities through organising seminars on topics of interest eg cyber safety, friendships, emotional wellbeing
- Is a contact point for parents/carers integrating into our school community
- Administers parent initiatives eg the Parent Business directory
- Considers new ways of engaging with our school community
- Helps people from different cultures feel connected, included and welcomed
- Is a voice for our diverse school community
- Liaises with the President about the cultural calendar
- Member of the P&C Executive

In reality – a person or people with a passion for our diverse school community and making people feel included and welcomed.

For more information please email community@wpspandc.org

Traffic Convenor

- Looks at traffic and congestion issues around the school and how to improve safety for students.
- Lobbies Council, Transport NSW and RMS when necessary
- Reports incidents
- Sends safety reminders to drivers regarding road rules around the school and penalties
- Attends P&C meetings
- Member of the P&C Executive

In reality – it's for those who don't give up! Open to new ideas and lobbying government bodies when necessary.

For more information please email traffic@wpspandc.org

Groundsforce Convenor

- Consults with the Principal and the General Assistant on maintenance work to be done (immediate and future plans) to improve the school grounds
- Schedules and organises small and large Working Bees during the School year in a safe manner for volunteers
- Liaises with President and General Manager
- Attends P&C meetings

In reality – for those who love the outdoors and keen to beautify! Great if you have a little gardening/construction knowledge.

For more information please email groundsforce@wpspandc.org

Band Convenor

- Provides input and advice to the band program, with a focus on representing the interests of Band Parents and Carers
- Liaises with the Band Manager
- In collaboration with the P&C Executive and General Manager, oversees policy for the band program
- Works with the Band Manager in coordinating any volunteers required for the band program eg, supervision for band camp, major performances
- Collaborates and communicates with the P&C President and P&C Executive regarding band matters
- Manages any band related fundraising activities in collaboration with the Social Convenor
- Attends and reports to P&C and Band Sub-committee meetings
- Member of the P&C Executive

In reality – a Band Parent who has a passion for the Band program and is willing to lend a hand to help with on ground logistics and to represent the interests of Band Parents/carers.

For more information please email convener@warraweeband.com

Class Parent Co-ordinator

- Recruits and manages all class parents (one or two per class) at WPS to form a communication network between the school, P&C and the parents/carers
- Administers, updates, distributes and maintains the class contact lists (spreadsheet based) annually, requiring a very good attention to detail and organisational skills
- Assists and guides class parents in their duties (social activities, teacher gifts, organising volunteers for P&C events, responding to queries)
- Distribute P&C and school related material via the class parent network
- Hosts class parent meetings at the beginning and end of the year to ensure an understanding of all necessary guidelines relating to the role, privacy and confidentiality and receive feedback for improvements
- Works with class parents to manage the annual World Teacher's Day celebrations and assists with any other P&C events as necessary
- Reports to P&C meetings and provides updates in the Warraweekly as necessary
- Liaises with the President, other P&C personnel and the school

In reality – for those who love working with a large team of people (30 plus), isn't too shabby with technology and checks/responds to emails every day or so. The role is usually taken on by someone who has been a class parent for a few years. It helps to have a good general knowledge about the school and an idea of who's who.

For more information please email classparent@wpspandc.org

All Office Bearers and P&C Role holders need to be financial P&C Members.