

## 2024 Summary of P&C Role Descriptions

### Exec and Support Roles

Exec Roles	Description	Time (hrs / mth)
<b>All</b>	Attend all P&C meetings – third Tuesday once a meeting a month	2 hours per month
<b>President</b>	<ul style="list-style-type: none"> <li>● Engage with Principal and school on current initiatives</li> <li>● Engage with P&amp;C, executives and sub-committees</li> <li>● Maintain open and clear communication</li> <li>● P&amp;C spokesperson</li> <li>● Report at P&amp;C meetings</li> </ul>	10-20 hours per month
<b>Vice-President Canteen</b>	<ul style="list-style-type: none"> <li>● Lead operation of Canteen</li> <li>● Report to P&amp;C each month at Meeting</li> <li>● Support volunteers</li> <li>● Provide support/guidance for canteen staff on day to day matters</li> </ul>	5-10 hours per month
<b>Vice-President Uniform Shop</b>	<ul style="list-style-type: none"> <li>● Lead operation of Uniform Shop</li> <li>● Planning and ordering of stock</li> <li>● Report to P&amp;C each month</li> <li>● Support volunteers</li> <li>● Report at P&amp;C meetings</li> </ul>	5-10 hours per month
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>● Prepare financial report each month including Income and Expenditure statement and reconciled bank statements</li> <li>● Liaise with bookkeeper re: payroll and expense claims</li> <li>● Oversee all event income and expenditure</li> <li>● Manage insurances</li> <li>● Accountable for financial records</li> <li>● Manage end of year audit</li> <li>● Lodge all statutory returns</li> <li>● Report at P&amp;C meetings</li> </ul>	5-15 hours per month
<b>Secretary</b>	<ul style="list-style-type: none"> <li>● Draft agenda and minutes each month</li> <li>● Chair of P&amp;C meetings</li> <li>● Record keeping</li> <li>● All P&amp;C correspondence</li> </ul>	5-10 hours per month

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<b>Non-Exec / Support Roles</b>	<b>Description</b>	<b>Time (hrs / mth)</b>
<b>Events Coordinator(s)</b>	<ul style="list-style-type: none"> <li>● Manage events calendar</li> <li>● Delegate event management to volunteers</li> <li>● Plan, communicate and execute events</li> <li>● Report to P&amp;C</li> <li>● Provide P&amp;L statement for each event</li> <li>● Ensure compliance for all events</li> <li>● Report events progress at P&amp;C meetings</li> </ul>	10-20 hours per month
<b>Class Parent Coordinator</b>	<ul style="list-style-type: none"> <li>● In Weeks 1-4 of each school year, work with the office team to get a class parent volunteer for every class</li> <li>● Help clas parents set up their class whatsapp groups</li> <li>● Throughout the year, distribute P&amp;C messages to class parents via whatsapp</li> </ul>	2-4 hours per month
<b>Sponsorship Coordinator</b>	<ul style="list-style-type: none"> <li>● Approach local businesses and clubs for their financial and other support of the P&amp;C's fundraising goals and events</li> <li>● Work with and add to the existing spreadsheet of business relationships</li> <li>● Allocate support team members to seek funds from various businesses and clubs on the list</li> <li>● Report to the President and Treasurer on invoices and payments of sponsorship</li> <li>● Work closely with the events team so sponsors know what opportunities they have to sponsor and get marketing exposure</li> <li>● Work closely with the social media / comms person to showcase the businesses as agreed</li> </ul>	5-10 hours per month
<b>Grants Coordinator</b>	<ul style="list-style-type: none"> <li>● Research applicable grants</li> <li>● Work closely with the Principal to align grants and seek ideas for grants</li> <li>● Report to the P&amp;C</li> <li>● Work closely with the Treasurer for grants payments and timelines</li> </ul>	