

P&C Roles Descriptions

Exec Committee

- **President:** Make this role your own, no need to compare to previous Presidents. This person should be a jack of all trades with good organisation, leadership and presentation skills. Able to delegate and see things from many points of view. Able to chair meetings in a timely and respectful manner. Shared responsibility with VPs for overseeing many of the P&C activities. Would usually speak at the Open Night and end-of-year presentation night. Can be one of the bank signatories. The primary conduit between the Principal and P&C Executive Committee.
- **Vice-Presidents:** Support the President to build strong relationships with Coordinators in the Canteen, Uniform Shop and other Committee roles. VP's support the President and step into that role on occasions if required. Usually have a passion area or two of focus. Shared responsibility with President for overseeing many of the P&C activities. Can be one of the bank signatories.
- **Treasurer:** Responsible for budgeting, financial reporting, banking, approving online payments (invoices, reimbursements), QKR updates, events takings and the annual audit. Accounting qualifications are highly desirable. One of the bank signatories.
- **Secretary:** Organised and administrative, good at wrangling people. Coordinates and distributes the meeting agendas, writes and distributes the monthly meeting minutes in a timely fashion. Collects details of members each year. Assists the President to respond to enquiries and ensures annual P&C documentation is completed and shared with the Treasurer for auditing. Key liaison with the school office and P&C Federation. Can be one of the bank signatories.

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Other Committee Roles

- **Communications Coordinator:** Keeps the school community informed and engaged. Prepares and distributes Patter newsletter content, Class Parent updates and P&C social media posts. Maintains the P&C website and monitors the P&C email account. Helps with event and school enrolment marketing comms.
- **Fundraising / Events Coordinator:** Someone who can round up and schedule people who are the doers, set up volunteer rosters, delegate tasks, bring everything together and keep everyone on task at events such as the Easter Hat Parade, Mother's Day, Father's Day and Disco.
- **Uniform Shop Coordinator & Deputy:** Often the first point of contact for new families at school and lifesaver when uniforms get lost and outgrown. Processes online uniform orders, runs open shop days, orders new stock, liaises with parents and school about orders, sorts out second-hand donations, coordinates volunteers.
- **Canteen Coordinator & Deputy:** Manage the menu, food ordering, volunteer roster, food orders, banking, pack-up and clean-up of the canteen.
- **Class Parent Coordinator:** Recruits and manages all class parents. Engages them early in the year with ideas for social functions and group communication. Helps recruit volunteers for events. Distributes info on behalf of the P&C. Sends weekly update reminders. Helps coordinate teacher end of year gifts.
- **Band Liaison Coordinator:** Conduit between the Band Company and parents to help distribute information and coordinate performances.
- **Grant Officer:** Researches, reviews and coordinates grant application opportunities.