

The President Role

The President provides leadership to the P&C and is the P&C's accountable officer. The President's role is to:

- represent the P&C (in meetings and at events)
- encourage participation and communication between the P&C, school and local community
- be a member of the School Council if one exists
- chair all meetings when present, according to the rules that govern meetings
- watch for and address any conflicts of interest
- be a signatory on P&C bank account/s
- sign any agreements for and on behalf of the P&C following approval by the members and, if necessary, approval by the Principal
- ensure that fellow Executive Officers and P&C members are aware of the requirements of the P&C's Constitution and Accounting Manual.

The President should:

- conduct meetings efficiently and fairly
- ensure that all members feel welcomed and valued
- be familiar with the Constitution and Accounting Manual
- be familiar with the P&C's rules, operations and meeting procedures
- supervise the Treasurer to ensure the Treasurer is meeting the P&C's financial responsibilities
- NOT hold the office of Treasurer
- develop plans and goals for the coming year, in collaboration with the Executive Committee and Principal
- plan and review the P&C budget and annual operation plan throughout the year.

At meetings, it is the President's responsibility to:

- ensure there is a quorum according to the P&C's Constitution (a quorum is the minimum number of members required to be present at a meeting; the quorum is defined in the Constitution)
- ensure that members are aware of the contents of the minutes of the previous meeting
- sign minutes and reports when endorsed at meetings
- announce business in accordance with the agenda
- give firm rulings and guidance to the meeting
- assist the discussion by guiding debate along relevant lines
- give all members an opportunity to speak while keeping speakers to the matters under discussion
- facilitate members to move and second motions and/or amendments prior to the vote and announce the result of votes
- determine points of order
- provide explanations to those in doubt about procedure or the subject matter under discussion
- introduce guest speakers and arrange for movers of votes of thanks
- ensure that priority items on the agenda are dealt with
- establish the next meeting date and time
- ensure all monetary expenditure is recorded in the minutes
- attend to or delegate responsibility for any business arising
- close the meeting.

More information about the President's role in chairing meetings is included in the [Chairing meetings](#) section of this Guide.

The Vice-President Role

The Vice-President provides essential support to the President and to other Executive Officers if required. The Vice-President is responsible for [chairing meetings](#) in the President's absence and carrying out any duties delegated by the President.

The Vice-President should:

- consider this position as the President's understudy
- become familiar with P&C operations, rules and meeting procedures
- provide support and assistance to all the Executive Officers
- look on the role as a means of gaining an understanding and supporting all Executive roles.

The Treasurer Role

The Treasurer has overall responsibility for the financial management of the P&C, including all subcommittee accounts. The Treasurer is the first in line on anything to do with the P&C's finances. This section provides an overview of the Treasurer's responsibilities. More detail is included in the Accounting Manual.

The Treasurer cannot also be the current President or Secretary of the P&C. It is the Treasurer's responsibility to:

- ensure the P&C complies with the Accounting Manual
- ensure all money received is receipted and banked in the appropriate account as soon as practicable
- pay all accounts when payment has been authorised at a meeting
- issue receipts for all money received
- prepare an annual operation plan and budget in consultation with the P&C Executive
- be involved in the preparation of the school's budget and annual operation plan (where possible)
- maintain an accountable forms register (for receipt books, cheque books, deposit books etc.)
- maintain an asset register detailing all assets purchased by the P&C for P&C use
- monitor wages and ensure all accounts are current and reconciled
- prepare the annual financial statements of the P&C for the auditor, including any subcommittees
- ensure the P&C's annual insurance is paid and monitored throughout the year for one-off events and/or additional stock that may require supplementary cover
- ensure the annual financial statements are audited under the Education (General Provisions) Act 2006
- ensure accounting is open and transparent
- welcome questions.

When first appointed, the Treasurer should:

- obtain all records from the previous Treasurer
- change bank account signatories for the P&C's bank account/s as quickly as possible (including themselves as Treasurer and other new Executive Officers, while removing previous executives)
- identify who was the previous contact person for the ATO and notify the ATO of the new contact person (via AUSkey)
- meet with subcommittees to discuss how they keep their books (if subcommittees are delegated this responsibility)
- begin recording the transactions of the P&C as they occur during the month
- meet with the book keeper (if the P&C employs one) to establish a working relationship.

At meetings, it is the Treasurer's responsibility to:

- supply financial statements/reports
- ensure all subcommittees provide their financial statements/reports
- give the Secretary a copy of the signed statements following each meeting for insertion in the minutes.

The Treasurer should plan the year's income and expenditure in a budget. A budget helps to ensure that the P&C's income and expenses are well planned. When the budget is shared with the P&C membership, it can reduce unplanned

expenses and off-the-cuff or ad hoc decision making. A good budget will include fundraising goals, operating expenses and expenditure priorities. It is a flexible guide that can be adapted or changed if necessary, rather than as a rigid framework for all income and expenses.

The Treasurer should ensure that the P&C has in place cash-handling procedures for the counting, reconciliation and banking of money as prescribed in the Accounting Manual. These procedures help to protect the P&C against funds mismanagement and provide an appropriate check against unfounded accusations directed at the Treasurer. The Accounting Manual requires that two people count cash together and sign to verify the total to be banked, that the total money counted matches the total banked, and that the banking be done by someone independent of those who counted the money.

Some P&Cs employ a bookkeeper to manage the everyday accounting of the Association. While a bookkeeper may maintain the bookwork, the Treasurer is the elected officer responsible for the Association's finances. Employing a bookkeeper does not mean that the Treasurer's responsibilities are delegated. A paid bookkeeper can be a member of the P&C, but as an employee, cannot be a P&C officer.

At the end of the financial year (31 December), the Treasurer must provide to the appointed auditor, the P&C's books and accounts including its subcommittees. See Section 21 of the Constitution and the Accounting Manual for more detail of the annual audit and the auditor's requirements. The annual audit should be done as soon as possible following the end of the financial year, to ensure the audit is complete before the AGM that must be held before 31 March each year.

A [financial management for P&Cs training package](#) has been developed by the Department to help Treasurers understand their financial responsibilities. There are a series of modules to read through that contain examples, tools and checklists.

The Secretary Role

The Secretary attends to the administrative tasks required to operate the P&C, particularly regarding meetings and correspondence.

It is the Secretary's responsibility to:

- prepare and provide notice to members of upcoming meetings within the required time frames
- prepare and distribute meeting agendas to members
- prepare, distribute and present minutes of meetings to members
- act upon any directions given at meetings
- maintain a register of all incoming/outgoing correspondence and distribute correspondence promptly when required
- maintain a register of members, including life members
- maintain a Blue Card register for non-parent members, paid employees and Executive Officers when the P&C operates an OSHC service (in which case the parent exemption does not apply) - more information about [Blue Cards for P&Cs](#) is available at www.bluecard.qld.gov.au and the [Outside School Hours Care](#) section of this Guide. ***Please note** – as of 31 August 2020 all volunteers, trainees, paid employees and people operating a business will be subject to the No Card, No Start laws and must hold a valid blue card (not a pending application) **before** they can work with children
- maintain a volunteer register at every site and activity where volunteers work on behalf of the P&C (see the [Risk management](#) section of this Guide for more information)
- ensure a copy of the P&C's Constitution is accessible and available to members
- organise, record and maintain P&C documents, ensuring that all necessary records are retained/archived appropriately (see the [Record retention and handover](#) section of this Guide for more information)

When first appointed, the Secretary should:

- meet with the outgoing Secretary
- take over management of the records retained by the P&C
- establish the register of current members (noting that all previous membership lapsed at the AGM)
- coordinate any transition of P&C email addresses to ensure that email is received by the appropriate officers.

The Secretary's role in P&C meetings

Detailed information about how to conduct and manage meetings is included in the [P&C meetings](#) section of this Guide. This section contains some general tips to introduce secretaries to their role.

During a P&C meeting, the Secretary should:

- record the meeting minutes, following the framework of the agenda as outlined in the Constitution
- record details accurately (but succinctly); if the meeting is moving too fast for accurate recording, ask the speakers to slow down
- keep an attendance book, listing the full names of those who attend and those who provide an apology
- record motions clearly. A motion should:
 - commence with "That ..."
 - be quite specific
 - be unambiguous
 - contain only one sentence.

- make sure that every motion is moved by one member and seconded by another member. Record the names of the mover and seconder in the minutes. Names of members participating in the discussion do not need to be recorded
- read every motion back to the meeting to ensure the record is accurate and the meaning is as intended
- keep a motions register so that all motions are recorded in one convenient place and are easy to locate if needed; the motions register should identify the person who is to follow up any action
- ensure all monetary expenditure is recorded in the minutes.

The Secretary's role in maintaining correspondence

The Secretary's role includes managing the P&C's incoming and outgoing correspondence, including correspondence sent by post and by email.

The Secretary should make all correspondence accessible to members and highlight issues of importance. Having the correspondence available in a folder at each P&C meeting is one way to do this. For each P&C meeting, the Secretary should prepare a summary list of incoming and outgoing correspondence, which should be included in the minutes of that meeting.

When the P&C agrees to send correspondence (either a letter or email), the Secretary should clearly note in the minutes who is responsible for preparing the correspondence on the P&C's behalf. In most cases, the Secretary will prepare a draft for checking and signing by the President. All P&C correspondence should be sent on P&C letterhead or by email with a signature that includes the name of the sender and the contact details for the P&C.

Tips for handling correspondence

- Do not allow correspondence to go unanswered or unopened.
- Keep a register of all incoming and outgoing correspondence (both post and email) and provide a correspondence summary to the P&C meeting. Highlight items that need attention and forward incoming correspondence to the appropriate member or subcommittee.
- At the P&C meeting, it is not necessary to read correspondence out in full; simply report on the correspondence or read relevant paragraphs that require attention.
- Put fundraising information in a display folder that can be passed around during the meeting.
- Bring newsletters to members' attention, then circulate them or put them in a central location where they can be read.
- If the P&C receives any letters or emails that are defamatory or vindictive, do not read them out at a meeting or distribute them for members to read. There may be issues within the correspondence that need to be addressed, and these may need to be discussed at the meeting. For more information about handling defamatory correspondence, see the [Defamation](#) section of this guide.
- Correspondence should be filed in a way that allows for easy retrieval, either in a folder or an electronic file.