THE DUNDAS PUBLIC SCHOOL P&C ASSOCIATION – Information about Executive Committee and Sub-Committee roles.

MISSION STATEMENT
The Dundas Public School P&C Association’s mission is to work with the school staff and the community to ensure that all current and future students at the school have the facilities and resources available that will provide the best possible learning environment. We aim to achieve this mission whilst maintaining a transparent, friendly and safe community atmosphere at the school.

OBJECTIVES
1. To co-operate with the school administration and effectively use the P & C resources to benefit the children and the school.
2. To respect the wishes and beliefs of all the parents and teachers.
3. To approach all issues with a positive attitude and ensure transparency across all committees.
4. To have good communication with the parents, the school and the community.
5. To bring together the diversity of cultures at Dundas Public School and also the community to work as one and to obtain an understanding and respect for everybody in the community.
6. To promote the positive benefits of Dundas Public School to the community.

P&C EXECUTIVE ROLES
President
The P&C President has the fundamental role of providing leadership to the parent community which includes having an awareness of parental concerns and expectations and being an active participant in the school’s planning and priority setting. The President chairs the monthly P&C meetings, conducts these efficiently and timely while ensuring all members feel valued. The President represents the P&C in regular meetings with the School Principal. The President is required to be a signatory on all P&C accounts.

Vice President (x2)
The role of the vice president is to support the president and other committee members. These roles are considered understudies to the role of President.

Secretary
The Secretary is responsible for carrying out the administrative tasks related to the decisions of the meetings. The Secretary prepares, in consultation with the President, all meeting agendas. The Secretary takes notes of the discussions in order to produce a set of Minutes for subsequent distribution to members and for receipt, possible amendment and adoption at the following meeting. Further, the position includes receiving and tabling all
correspondence as well as writing and dispatching outgoing correspondence as resolved/appropriate. The Secretary also issues notice of all meetings and maintains official records of the P&C Association such as the constitution, by-laws, rules of subcommittees, Incorporation Certificate, ABN details, list of financial (voting) members, Minutes, Attendance book.

**Treasurer**
The Treasurer receives and deposits monies, maintains records, draws cheques and maintains accounts. The Treasurer presents a report in the form of an income and expenditure statement together with a reconciled bank statement at the P&C meeting. The Treasurer ensures that all funds held and handled by P&C are properly and openly accounted for. This includes the canteen and other P&C sub-committees. The Treasurer does not have to undertake the actual bookkeeping for sub-committees but they must ensure that the various sub-committee financial records are kept to a high standard. The Treasurer is a signatory on the P&C accounts and manages online payments. The Treasurer maintains the books are kept up-to-date, recording all financial transactions of the P&C Association.

**Sub-Committees:**
Sub-committee should consist of no less than 5 members.

**Canteen:**
- **Canteen Co-Ordinator** - assists the committee with the running of the canteen
- **Canteen Roster Co-Ordinator** - maintains a database of volunteers and produces monthly rosters, helps out in the canteen
- **Canteen Treasurer** - Collection and payment of Invoices, handles canteen paid staff wages, petty cash reconciliation
- **Canteen General Committee Members** - vital to ensure the successful running of the canteen

**Events Committee:**
- **Events Co-Ordinator** - works with the Events committee to arrange Events, delegates to members and provides leadership.
- **Events Treasurer** - works closely with the Co-Ordinator and the Executive Committee Treasurer to ensure invoices are paid, budgets set up and petty cash and floats managed
- **General Events Committee Members** - provide general support, volunteer for events
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Uniform Shop:
Uniform Shop Co-Ordinator - ensures the smooth running of the uniform shop, required to work in the shop for two hours every week on a morning of their choice. Makes orders to Uniform supplies, ensures there is adequate stock, works with the school to manage uniform requirements.
Uniform Shop Treasurer - works closely with the co-ordinator, manages bank accounts, takes money and arranges safe delivery to bank, works closely with the Executive Committee Treasurer, required to volunteer in the shop.
Uniform Shop General Committee Members - provide general support and is required to volunteer in the shop.

Band:
Band Co-ordinator - works closely with the teachers and conductors to ensure the smooth running of the bands.
Band Secretary - takes minutes and distributes information
Band Treasurer - handles band cash and accounts, works closely with the Executive Committee Treasurer
Band General Committee Members - provide general support

OOSH:
OOSH Chairperson - chairs meetings, acts as a spokesperson for the committee
OOSH Vice-Chairperson - performs the chair duties in the absence of the Chairperson
OOSH Minute Taker - sets meeting agenda, keeps all records pertaining to the committee, takes minutes at the meetings and distributes them
OOSH Assistant Treasurer - Helps the Accountant (Paid Staff Member) with staff payments and petty cash
OOSH Liaison Officer - contact person on the committee for parents, staff and other committee members. Performs staff evaluations and deals with grievances, handles paperwork associated with staff placements and keeps records.
OOSH General Committee Members - provide support to OOSH Educators and committee members.

The P&C has an important role at Dundas Public School and requires ongoing support from the school’s families in order to be able to fulfil this role.