

Information Sheet No.3

The roles of P&C Office Bearers

Below are suggestions about the roles. However, the work of the office bearers is less onerous if all committee members are willing to share the responsibility for operating a successful P&C.

The PRESIDENT chairs all general and executive committee meetings of the association. The role of the President includes:

- providing leadership;
- acting as a spokesperson for the association;
- reporting to P&C meetings about the activities of the P&C;
- exercising some supervision of the functions of other office bearers;
- ensuring adequate and efficient communication exists between the members of the association and the members of the school board; and
- encouraging parents to participate.

The role of the VICE-PRESIDENT includes:

- presiding as chair at meetings where the President is absent;
- being familiar with the operation of the P&C;
- becoming acquainted with the duties of President;
- having a working understanding of meeting rules and procedure; and
- undertaking tasks to reduce the burden of the President.

The duties of the HONORARY SECRETARY include:

- drawing up, in consultation with President, the meeting agendas;
- keeping full and correct Minutes of the P&C's proceedings;
- acting upon decisions as directed by the meeting;
- attending to the correspondence of the association;
- looking after the association documents; and
- maintaining a register of financial and ex-officio members if applicable.

The duties of the TREASURER include:

- responsibility for all funds received and expended by the association;
- preparing regular reports to P&C meetings and
- holding ultimate responsibility for all funds, **including** all subcommittee accounts.
There is a separate Information Sheet (No.13) on the Treasurer's job.

The role of the P&C COUNCIL DELEGATE is to:

- attend the monthly meeting of P&C Council;
- represent the views of the P&C at Council meetings;
- report back to the association on the meetings; and
- initiate discussion on system education issues.
There is a separate Information Sheet (32) on Delegates to P&C Council.

The PUBLIC OFFICER in an incorporated association:

is the point of contact between the association and the ACT Registrar General's office; and must be a resident of the ACT and over 18 years of age. ★