

Information Sheet No.4

Helping new P&C Office Bearers

When you hand over to a new President or Secretary or Treasurer of your P&C association, make things as easy as possible for them by promptly providing relevant information and documents. A reliable source of information will give them confidence to do the job properly.

The essential pieces of information to be handed over include:
P&C Council Information Sheets (these have been written specifically to assist P&Cs);
the P&C Constitution;
a record of minutes from previous P&C meetings (after three or four years these could be stored in the school archives for historical purposes);
a copy of the P&C budget;
the financial records (audited) and cash books; and
any guides relating to the operation of the P&C, for example, factsheets from the Taxation Office.

What other material is useful for reference?

- A list of major events in your school's year
- The Annual School Board Report
- School Board Budget and Minutes
- School Board Resource Manual
- P&C Council publications such as *Parent Forums & Council Briefs*
- Building Better Workplaces*, an employment guide
- Awards relating to the employment of canteen managers, child care assistants.

Finally ...

We strongly recommend that P&Cs have a storage space within the school for its records and important information. Remember to tell new office-bearers where the P&C papers are stored (eg. on a shelf in the library) AND show them the pigeon hole in the school office (or staff room) set aside for P&C correspondence.

Note: P&C Council sends a considerable amount of information to P&Cs through the school courier service. It is a good idea to clear the P&C pigeon hole on a regular basis. ★