P&C Nominations 2011

The P&C is an integral part of our school community that is staffed on a voluntary basis. It meets on the second Tuesday of each month. Sub-Committees submit a monthly report. The following positions will be declared vacant at the AGM on Tuesday, 8th March at 7.30pm.

President:
- presides at all meetings
- is responsible for the successful functioning of the Association
- ensures adequate and efficient communication with members and whole school community
- maintaining a positive relationship with School Principal
- assist the School Principal with any interactions between the school and outside bodies
- automatic member of school council

Vice-President:
- assists the president and assumes the role in his/her absence

Secretary:
- prepares meeting agendas
- takes minutes
- maintains incoming and outgoing correspondence
- maintains a register of members

Treasurer:
- responsible for all financial matters
- oversees banking procedures
- presents a monthly report
- forwards all P&C accounts to the auditor
- presents the audited statement at the AGM

Fundraising Coordinator:
- plans and coordinates fundraising events
- presents fundraising activities to the P&C
- outlines expenditure and profit
- ensures correct procedures for correspondence and money handling.

Uniform Committee Coordinator/s:
- leads a team of volunteers in staffing the uniform shop
- purchases and monitors stock
- ensures correct procedures for money handling.