

The Roles and Responsibilities

P&C Office Bearers

Thornleigh West Public School Parents & Citizens Association

At the P&C Annual General Meeting all positions are declared vacant and nominations and voting takes place. The AGM for is held in Week 8 of Term 1 each year or at a date advised.

Only financial members of the P&C can stand for these positions.

P&C Executive Committee

President

- Ensure successful functioning of the P&C, the attainment of its objectives, maintaining positive collaboration with the school executive teams and wider school community, adherence to the P&C constitution and rules and the fostering of fair participation of all its members through active leadership.
- Build positive relationships between the school & school community
- Represent the P&C in dealings with the school executive & administration
- Chair meetings at P&C meetings.
- Represent the P&C at official functions (including End of Year Presentation Day Speech)
- Report monthly at the general P&C meetings
- Present the annual P&C report at the AGM and provide an annual P&C Report for the School Annual Report
- Work closely with the Treasury team to ensure budgets and expenditure are on target & met and ensure financial reporting is accurate and correct processes are adopted.
- Work closely with the Fundraising team to ensure fundraising targets / deadlines & budgets are met.
- Membership of all P&C sub-committees and oversee all activities and understand each subcommittee requirements and help/advise/advocate with effective communication to the school community where necessary
- Value and support all volunteers across all levels.

Vice-President (A)

- Represent the President when necessary
- Support the President
- Act as interim President until new one elected, if that office should fall vacant

- To oversee the smooth running of the P&C - operated Canteen and oversee the Canteen Manager
- Attend P&C Meetings

Vice-President (B)

- Represent the President when necessary
- Support the President
- Act as interim President until new one elected, if that office should fall vacant
- To oversee the smooth running of the P&C - operated Uniform Shop and oversee the Uniform Shop Manager
- Attend P&C Meetings

Secretary

- Prepare P&C agendas to meet timeline deadlines
- Distribute to all Financial Members via Email including previous minutes for review
- Collate sub committee reports for P&C Meetings
- Read sub committee reports if Convenors cannot attend
- Prepare & maintain accurate & up to date meeting sign-in books for P&C Meetings
- Attend all P&C meetings and take accurate minutes of these meetings
- Liaise with President with minutes to ensure correct
- Upload agendas and draft minutes of P&C meetings to P&C website within a timely manner (within 2 weeks of meeting)
- Update draft minutes to accepted on Website
- Maintain an accurate list of all financial members including name/email/date of membership/fees paid

Treasurer

- Payroll/HR
 - Approve payroll for employees (working with Assistant Treasurer)
 - Maintaining quarterly superannuation and PAYG payment via ATO business portal
 - Monitor and implement pay changes as a result of Award changes for employees
- Bank accounts
 - Reconcile bank accounts
 - Authorizing payments in the bank as required
 - Maintaining user access in Commbiz
 - Managing term deposit accounts and advise different term plans
- Reporting

- Provide relevant reports to P&C committee and present at P&C meetings
- Lodge Financial Statements with the ACNC (due by May each year)
- Providing financial information to ATO or any governance body as required
- Audit
 - Make sure all transactions are properly posted in the account
 - Coordinate with auditor for all documents required
 - Financial year runs from Dec-Nov so collating data in Dec and Jan to get to the Auditor in a timely manner is essential. If it is completed late then the Financials will not be ready for AGM.
 - Table documents at AGM
- General
 - Assist at fund raising activities with cash counting and reconciliation
 - Prepare financial information as required to members of the P&C committee
 - Management of insurance policies and providing any information required from insurance company
 - Work closely with the Assistant Treasurer
 - Work closely with the President
 - Attend P&C Meetings
 - approx: Time commitment required: 2 hours per week + 2-3 extra hours quarter + 4-5 days for year end audit

Assistant Treasurer

- Employment (supported by EmployHR)
 - Contract creation and amendments for changes to employment
 - Ensure minimum wage and other regulatory requirements met
 - Manage employment information, incl tax, bank and super details
- Payroll (Fortnightly - approx 2hours)
 - Timesheet approval
 - STP submission
 - Xero payroll posting
 - Commbiz payment Management
 - Support quarterly superannuation submission
- General banking (1 hour a week in active parts of school terms)
- Payments/Reimbursements
 - Create Xero records for any payments and invoicing
 - Create and approve payments in commbiz
- Reporting (1hr per term)
 - Review historical records or other data sources to ensure activities meet requirement
- Consulting with ATO or Commbank where necessary
- Assist Treasurer in all aspects when required

- Attend P&C Meetings

P&C Sub-Committees

Mother's Day / Father's Day Gift Group

The MDFDGG Committee is responsible for all its actions to the P&C.

The committee Convenor will:

- Convene MDFDGG meetings
- Keep accurate minutes of MDFDGG meetings
- Keep accurate budgets of MDFDGG via Treasury
- Liaise with the school & P&C with regards to MDFDGG events.
- Report to P&C after MDFDGG events where applicable
- Annual report to P&C AGM
- Submit financial report of income and expenditure to P&C Treasurer in timely manner

Fundraising Committee

The Fundraising Committee is responsible for all its actions to the P&C.

The committee Convenor will:

- Create a Calendar of Events to be presented to the P&C Committee for comment
- Liaise with the school & P&C with regards to fundraising events.
- Report to P&C at each meeting
- Annual report to P&C AGM
- Submit financial expenses for reimbursement or payments to P&C President (for approval) & Assistant Treasurer (for payment) in timely manner

Band Committee

The Band Committee is responsible in all its actions to the P&C.

The Band Committee holds elections at its AGM.

The committee Convenor (or representative) will:

- Keep accurate minutes from all Band Sub Committee Meetings
- Present to P&C full Committee list for approval
- Present a Financial Band report to P&C at P&C meetings
- Present an annual report to P&C AGM (including a Financial Report)
- Work with P&C Treasurer

Green Thumbs Committee

The Green Thumbs Committee is responsible for all its actions to the P&C.

The committee Convenor will:

- Organise a regular schedule for Working Bees in the School Garde
- Work with the School Environment team for lunchtime 'Garden Club' schedules & requirements
- Liaise with the P&C Fundraising Committee with regards to fundraising events (where applicable)
- Ensure expenses are within the Yearly Budget allocated
- Report to P&C at each meeting
- Annual report to P&C AGM
- Submit financial expenses for reimbursement or payments to P&C President (for approval) & Assistant Treasurer (for payment) in timely manner