



# Sutton Public School P&C Association Inc.

## Roles and Responsibilities

### Role of the P&C

The major roles of the P&C are to bring together parents, citizens and teaching staff to promote the interests of the school, to assist in providing facilities and equipment for the school and to promote the recreation and welfare of the students at the school.

The P&C fulfils this role by:

- Providing support, information and involvement of parents/carers in children's learning and the school community i.e. building community
- Developing collaboration between parents/carers and school staff
- Developing community partnerships
- Participating in decision making (noting that the final decision rests with the Principal)
- Promoting interaction between home and school, parents and teachers
- Encouraging parent participation in teaching and learning activities and school life
- Assisting parents to appreciate teaching and learning programs
- Promoting the school in the wider community
- Assisting in providing resources to the school when necessary
- Planning and organising functions approved by a P&C meeting

The P&C must operate within the Constitution of the Sutton Public School Parents and Citizens Associations Inc. and is obliged to adhere to the aims, objectives and general principles as articulated in the Constitution.

**Parents are major stakeholders in the school community**



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### **Meetings**

Meetings may take many forms – Annual General Meeting, General Meetings and Special Meetings. They are the focus of parent activity in the school, but not the only avenue for parents to participate. They provide:

- A means of collaboration and partnership with the Principal and staff
- A democratic way of sharing ideas
- An avenue for decision making
- Building support, group unity and commitment
- A learning opportunity

### **What should be discussed?**

- Items which have been listed on a published Agenda
- General question of the Principal (may need time to reply, but a prepared agenda will cover this)

### **What shouldn't be discussed?**

- Specific issues relating to particular staff or students
- Personal grievances
- Personal agendas – you represent the broader community

### **Roles**

- The Executive Committee consists of a President, two Vice-Presidents, Treasurer, and Secretary. In addition, the Sutton P&C has also identified the roles of Fundraising Coordinator, Canteen Coordinator and Communications Officer.
- The roles and responsibilities are described in this document



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## Roles and Responsibilities

### **President**

The President of the Sutton Public School P&C Association ensures an efficient and well run organisation by:

- Establishing good relationships, respecting rights and responsibilities
- Providing leadership and a vision of where the school is heading and how it will succeed
- Developing a collaborative relationship with the school Principal
- Planning meetings in consultation with the Secretary and Principal
- Following up on actions from the previous meeting
- Exhibiting the following traits - Impartiality, Firmness, Tact, Common sense, Confidence, Respect, Inclusiveness

### **Duties and Responsibilities**

- Chairing meetings
- Ensuring meetings run according to the Agenda, Constitution and Rules
- Ensuring fair discussion - give all an opportunity to speak
- Maintaining relationships with the Principal, staff and other members
- Ensuring activities are sanctioned by the Principal
- Working with the Treasurer to ensure financial accountability
- Being signatory on bank accounts
- Ensuring all community members are informed
- Ensuring that the P&C takes part in decision-making processes within the school
- Acting as the P&C's spokesperson

### **Vice-President**

The Vice-President supports the President by:

- Chairing the meeting in his/her absence
- Sharing duties and responsibilities as agreed e.g. being responsible for coordinating the activities of sub-committees
- Being supportive and attending meetings
- Playing a constructive role



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## Roles and Responsibilities

### Secretary

The role of the Secretary is essential to the efficient operation of the P&C by providing administrative support to the President.

### **Duties and Responsibilities**

- Being prepared in advance of a meeting by:
  - Notifying date/time/venue of the meeting
  - Preparing and publishing an agenda in cooperation with the President and Principal
  - Obtaining reports from sub-committees
  - Confirming attendance of Executive and members
  - Noting apologies
- Taking minutes of any P&C meetings
- After the meeting, writing up minutes promptly and ensuring actions taken on any decisions
- Preparing minutes for school website and providing these to the Communications Officer and distributing draft minutes to members
- Updating the membership register after each General Meeting
- Clearing the mail (including electronic mail) regularly and keeping the President informed about all important correspondence
- Receiving and managing correspondence
- Maintaining official records including minutes, constitution, rules, attendance records, etc.
- Ensuring a close communication and cooperation between the parent association, school staff and parents

### Treasurer

The Treasurer accounts for and reports on the finances of the P&C.

### **Duties and Responsibilities**

- Keeping accurate financial records of all income and expenditure
- Receiving and depositing funds in a timely fashion
- Paying all accounts including drawing cheques as authorised
- Preparing and presenting a financial report at each General Meeting
- Preparing and arranging for an audited financial report to be presented at the Annual General Meeting (AGM)
- Reconciling deposits and cheque books with monthly Bank Statements
- Making recommendations about surplus funds and other financial matters



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### Communications Officer

The role of the Communications Officer is to assist the President to ensure effective communication between the members of the P&C and the School Community.

### **Duties and Responsibilities**

- Coordinating all P&C Items for the School Newsletter each week
- Ensuring that all information for the School Newsletter is accurate and complete
- Forwarding the items to the office staff for inclusion in the School Newsletter using the School Office Email Address [sutton-p.school@det.nsw.edu.au](mailto:sutton-p.school@det.nsw.edu.au) before Wednesday each week
- Producing & Printing the Quarterly Sutton P&C Newsletter “The P&C Catch-up”
- Liaising with the School Webmaster to place all P&C Information and News on the School Website and Facebook page
- Liaising with the School Webmaster to design and update the P&C Section of the School Website and Facebook page as required
- Designing flyers for Sutton P&C social/fundraising events and place advertisements for same as required
- Update local press ( Whisper, Sutton Chatter, Bungendore press with news items from P&C
- Designing forms and proformas for the P&C as required

### Fundraising Coordinator

The role of the Fundraising Coordinator is to assist the P&C to coordinate fundraising activities.

### **Duties and Responsibilities**

- Maintaining the Events Calendar
- Coordinating people to lead fundraising activities
- Being a central point of contact for fundraising activities
- Providing leadership to event coordinators
- Discuss fundraising options and opportunities at P&C General Meetings
- Presenting budget requirements for events requiring financial outlay for P&C Committee approval
- Providing the Communications Officer with relevant information for the for the School Newsletter each week
- Providing the Communications Officer with relevant information for the Quarterly Sutton P&C Newsletter “The P&C Catch-up”
- Providing the Communications Officer with relevant content for the school website



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### Canteen Coordinator

The role of the Canteen Coordinator is to coordinate the running of the school canteen by volunteers.

### **Duties and Responsibilities**

- Coordinating volunteers for those days when the canteen is open
- Creating a menu within healthy food guidelines
- Ensuring that menu pricing structure is sound
- Cleaning checks
- Maintaining a pack of material for volunteers to ensure that there are clear instructions around safe food handling, work health and safety, and procedures
- Providing timely correspondence to school for lunch orders and updates
- Being a central point of contact for the Canteen
- Collecting orders and money from the office each Wednesday
- Escalating any concerns or issues with School Principal and P&C President
- Providing the Communications Officer with relevant information for the for the School Newsletter each week
- Providing the Communications Officer with relevant information for the Quarterly Sutton P&C Newsletter "The P&C Catch-up"
- Providing the Communications Officer with relevant content for the school website

### Members

Membership will be open to all parents of pupils attending the school and to all citizens within the school community. The Association shall maintain a register of members. A person whose name appears in the register and who has paid the annual subscription is a member of the association.

People may attend the P&C meeting and not become members. Non-members do not have an entitlement to vote. In the spirit of building community and remembering that the children come first and foremost, individuals attending a P&C Meeting should be:

- Supportive
- Respectful of decisions, others and protocols
- Inclusive
- Prepared if relevant e.g. they have requested an agenda item
- Pay attention