



What Is The P&C?

P&C stands for Parents and Citizens. The role of the P&C is to work with both the school and the Parents and Citizens of the Balddivis Gardens Primary School Community.

What Does The P&C Do?

The main purpose of the P&C is to fundraise. To purchase resources that will directly benefit the children of Balddivis Gardens Primary School, like playground equipment, sporting equipment, providing a canteen service, and other resources. Its other purposes are to build bonds between the school, parents, and community.

What Is Involved?

Being a P&C member does not have to take up much of your time. There's no need to attend every meeting or be involved in every activity. It's up to you – you can give as much of your time or as little as you like. All help is welcome and valued – more hands means light work!! Without our Parent Volunteers, the P&C cease to exist - that means the School and its Students miss out on much needed resources.

There are many ways that you can help in the P&C, some activities include: volunteering in the canteen, support special events and fundraisers, assist in the decision making that affects the school, you could hold an office bearer role on the P&C e.g. President, Secretary. You can even just come to meetings and be informed of what is happening around the school.

What The Are Roles?

The P&C is made up of all volunteers, and range in ordinary members, executive members, and office bearers.

Office Bearers -

The Office Bearers are the roles of President, Vice President, Secretary and Treasurer. These roles are essential in the running of the P&C, each position have their own responsibilities and report back to the overall P&C Committee.

The Executive Committee –

The executive committee are simply committee members who can be contacted when decisions need to be discussed, voted on, or actioned in between the general P&C meetings.

Ordinary Members –

Ordinary members are all other members of the P&C. They are just as important as all other roles. They offer support to the rest of the P&C as needed. Whether it is through volunteering, just attending meetings or helping on various sub-committees.

Remember – The P&C is a volunteer committee – you can do as much or as little as you are able to commit to.

How Do I Join The P&C?

By attending the Annual General Meeting (AGM) which will be held in the **Conference Room, Tuesday 13th February 2018 at 6:30pm**. There is a joining fee of \$1.00 payable on the night. This fee covers you for insurance, and gives you voting rights for the entire year. At the start of the meeting all previous year roles become vacant, and votes will be held to nominate and choose new candidates for this year's P&C. If you can not make the meeting, P&C Membership Forms will be available in the office.

Still Not Sure or Just Need More Information?

Feel free to contact me directly on 0421334456 or email the P&C at Balddivisgardens.pandc@yahoo.com

Please see overleaf for more detailed information on the main roles and responsibilities.

Thank You,
Kiya Rossiter
P&C President



Baldivis Gardens P&C

Information Sheet

Office Bearer Roles:

President

The President is the meeting Chairperson, the public face of the P&C and can be a link between parents and school administration.

During a meeting it is important that the President ensures there is a motion to be voted on and conducts productive/orderly meetings by:

- Maintaining control
- Ruling on points of procedure
- Stopping people from speaking out of turn
- Encouraging participation by all members
- Closing debate by summing up

The President is also a signatory to the bank accounts, needs to ensure other Office Bearers fulfil their duties, handles media and all external enquiries, observes legal

Vice President

The Vice President is the understudy for the President to undertake the Presidents duties if they unable to do so, including chairing meetings when the President is absent or has a conflict of interest.

The Vice President can represent the President on sub committees and is a signatory to the bank accounts.

Secretary

The Secretary maintains the Association's records (NOT the financial records). They must:

- Post notice of meetings
- Assist Chairperson in drawing up agenda
- Record minutes
- Deal with correspondence
- Maintain membership records
- Be a signatory to the bank accounts
- Observe legal formalities

It is important that when taking the minutes the Secretary documents that a discussion on a particular subject took place, what decision was made, who will follow-up on the resolution and the timeframe.

P&C documents that must be archived are the minute books and document register. All correspondence that is not of an ongoing issue need not be retained for longer than 12 months provided they have been listed in the correspondence log.

Treasurer

The Treasurer maintains the Association's financial records. It is important to establish and maintain SIMPLE procedures for handling the Association's money:

- Always issue receipts
- 2 people to count money and the receipt signed by both
- Bank **all** money received
- 2 people to sign cheques (avoid conflict of interest)
- To sight an invoice before signing cheques
- **Never** sign blank cheques

It is the responsibility of the Treasurer to prepare and present a WRITTEN report for every General Meeting, including an up-to-date bank reconciliation, a copy of the most recent bank statement and a statement of receipts and payments. Other responsibilities include:

- Preparing the books for audit.
- Management of all the P&C's accounts including overseeing ALL sub committees.
- Completion of tax and superannuation related documents as necessary.

All financial records must be kept for a minimum of 5 years, however personnel records of employees must be kept for the time of their employment and for 7 years after termination/resignation.