

Yeo Park P&C Positions – 2015

If you are interested in nominating yourself for one of the Yeo Park P&C positions please record your name alongside the relevant position. Please do not record the name of anyone else.

Should more than one nomination be received for any position, a vote will occur at the Annual General Meeting on 11 February at 7pm.

More details regarding each of these roles are contained in the Yeo Park P&C Users Guide or by contacting the P&C President and Secretary on info@yeoparkpandc.org.au

PRESIDENT

The President is responsible for

(cf [Quick member info – Role of the President](http://pandc.org.au/index.php/publications) <http://pandc.org.au/index.php/publications>)

- The successful functioning of the P&C Association meetings
- Giving leadership in the setting and attainment of the P&C Association's objectives
- In conjunction with the P&C Executive and Members, provide governance and oversight of P & C activities
- Ensuring that the P&C Association takes part in decision-making processes in the school
- Fostering fair participation of all members and ensuring that all new members and parents are made to feel welcome
- Supporting volunteers
- Consistent adherence to the constitution
- Acting as the P&C's spokesperson when public statements or actions are needed
- Setting up lines of communication with the Principal, and liaising with the Principal about P&C activities
- Being signatory on the Association's bank accounts
- Chairing monthly meetings in an orderly and inclusive manner
(in the absence of the President, one of the Vice-Presidents will chair the meeting or the meeting can elect a chairperson from the members present for that meeting.)
- Prepare P&C news in conjunction with the secretary for inclusion in the school newsletter

Nominations: (Names must be recorded by the nominee)

SECRETARY

The role of the secretary includes:

(Further information at [Quick member info – Role of the Secretary](http://pandc.org.au/index.php/publications)
<http://pandc.org.au/index.php/publications>)

- Attend meetings and keep a record of all business conducted
- Provide a draft copy of the minutes for review to the school principal, P&C President and P&C website administrator
- Prepare the **meeting business papers** including agenda (in consultation with the President) and minutes and attach to noticeboard and **P&C website** at least one week prior to meetings
- Handle all incoming and outgoing correspondence
- Collate **and maintain** a list of financial members
- Hand over minutes, records etc to the incoming Minutes Secretary on relinquishing office
- Support P & C activities

Nominations: (Names must be recorded by the nominee)

TREASURER

The role of the treasurer is to:

(Further information at [Quick member info – Role of the Treasurer](http://pandc.org.au/index.php/publications)
<http://pandc.org.au/index.php/publications>)

- Receive and deposit monies, maintain financial records and draw cheques according to procedures set out in the School Manual on Financial Management
- **Prepare and present** a financial statement at the monthly meeting
- Present all records for auditing each year
- Ensure that anyone handling monies on behalf of P & C (eg: Uniform money, Cake Day money) is aware of the proper procedures
- Provide cash floats for P&C activities as required
- Hand over all records to the incoming treasurer on relinquishing office
- Support P & C activities

Nominations: (Names must be recorded by the nominee)

VICE PRESIDENT (CO-ORDINATOR– SOCIAL FUNCTIONS)

The role of this vice president is to:

- **Plan and implement social activities (not related to fundraising), and to engage and support volunteers/ helpers / class representatives for those activities.** eg: Welcome BBQ for Kindy families, End of term BBQs, ‘Walk to school’ day
- Act as a point of contact with the Principal to implement and manage tasks for school events eg: ~~Cancer Council-cuppa~~ **Camp Quali-tea** /Education week, Kindy Orientation morning tea,
- Assist the president as required
- Carry out duties of the president in the absence of the president
- Support P & C activities

Nominations: (Names must be recorded by the nominee)

VICE PRESIDENT – (FUNDRAISING CO-ORDINATOR)

The role of this vice president is to:

- Lead a fundraising committee to plan and implement fundraising activities and report back to the P&C meeting each month
- Assist the president as required
- Carry out duties of the president in the absence of the president
- Support P & C activities

Nominations: (Names must be recorded by the nominee)

CAKE DAY CO-ORDINATOR(S)

The role of the Cake Day Co-ordinator(s) is to organise the monthly Cake Days **(during ‘crunch and sip’ and immediately after school)**. This involves:

- preparing a roster to go on the P & C noticeboard at the beginning of the school year **and to be emailed to parents**
- ensuring that there are enough volunteers to make cakes and other foods plus 4 sellers for each month **(at crunch and sip, and immediately after school)** and sending a reminder notice to volunteer on the roster before each cake day
- advertising Cake Day

Nominations: (Names must be recorded by the nominee)

LUNCH DAY CO-ORDINATORS (2 or more)

The role of the lunch day co-ordinators is to organise a Special Lunch Day each term. Eg: sausage sizzle, pizza etc This involves:

- Liaising with the Principal and P & C about the date and menu for each Lunch Day
- Advertising the event on the school noticeboard and newsletter
- organise volunteers to assist
- running the event on the day

Nominations: (Names must be recorded by the nominee)

Activities volunteers (Many)

The role of activities volunteers are to:

- Helping out where possible at social and fundraising activities – including Cake Days, Special Lunch Days, End of term BBQs, Bunnings Barbecues, Gala Day etc

Nominations: (Names must be recorded by the nominee)

ASSISTANT SECRETARY

The role of the Assistant Secretary is to:

- Carry out duties of the secretary in the absence of the secretary
- Assist the secretary as required
- Support P & C activities

Nominations: (Names must be recorded by the nominee)

ASSISTANT TREASURER

The role of the Assistant Treasurer is to:

- Carry out duties of the treasurer in the absence of the treasurer
- Assist the treasurer as required
- Support P & C activities

Nominations: (Names must be recorded by the nominee)

P & C REPRESENTATIVE ON THE SCHOOL FINANCE COMMITTEE

This involves:

- Attending the Finance committee meeting once each term (during school time) and liaising with the Principal and Senior School Assistant about school finances
- Give a finance report at a P&C meeting each term

Nominations: (Names must be recorded by the nominee)

UNIFORM CO-ORDINATOR(S)

The role of the School Uniform Co-ordinator is to supply uniforms, hats, library bags, etc for parents to purchase.

This involves:

- **maintaining the stock of uniforms at the school**, ordering uniforms **and bags** as required
- **receiving** uniform orders, **via both email and the school office**
- **filling orders and** distributing **via the school office**
- **counting** and **documenting** monies from uniform sales for the treasurer to deposit
- **monitoring** the uniform order form and **ensuring** it has accurate prices and product listings
- **requesting** donations of used uniforms and **running** second hand uniform stalls as required (usually once a term)
- **advising** parents intermittently through the school newsletter that the uniform orders can be made by filling out the order form
- **preparing** for Kindergarten Orientation uniform sales

Nominations: (Names must be recorded by the nominee)

One necessary, two would be great!

CLASS LIAISON PARENTS (4 – ONE FOR EACH CLASS)

- collect (with parent consent) and keep up to date a list of contact details (eg name, email address, phone contacts, child details, sibling details) for parents in the class
- distribute class contacts list to parents
- communicate information from teachers or P&C to parents when requested eg: requests to fill fundraising rosters, advertise social events
- welcome new parents and children (from the class) to the school.

Nominations: (Names must be recorded by the nominee)

Kindergarten:

1P:

1/2L:

1/2F:

WEBSITE ADMINISTRATOR

The role of the website administrator is to:

- manage and update the P&C website , **and payments 'cart'**.
- upload copies of meeting business papers including **agendas, minutes and correspondence on website at least 1 week before meetings**

** written instructions will be provided by the website creators.

Nominations: (Names must be recorded by the nominee)

KINDY LIAISON - OPTION 1

P&C Kinder Contact Person

The role of the P&C kinder contact person is to:

- meet new kinder parents and assist in organising class contact list and introductory get together - where parents wish to do so
- be available (eg at lines, &/or by email or mobile) to answer any questions from kinder parents regarding the P&C - explaining and supporting the role of the P&C, the fundraising committee and the P&C's various roles and activities
- explain to new parents, when they are ready to do so, how they can help with those activities, and what they can do/not do eg cake day and special lunch day
- facilitate introductions between new parents and existing P&C members and other parents

Nominations: (Names must be recorded by the nominee)

OPTION 2

- The role of kinder contact / welcome person / question answerer be incorporated clearly into existing roles – ie President and Vice Presidents

ATHLETICS CARNIVAL STALL - OPTION 1

- Athletics Carnival refreshments stall to be coordinated by the Cake Day Coordinators

OPTION 2

- Athletics Carnival refreshments stall to be coordinated by the Fundraising Committee