

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 or 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
- In conjunction with the 2 VPs, help to welcome and act as contact point for new kindy parents, answer inquiries, assist to make the P&C accessible and welcoming for all.

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 (SOCIAL FUNCTIONS CO-ORDINATOR)

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: Get together & Welcome BBQ for new Kindy families, End of term BBQs, 'Walk to school' day
- In conjunction with the President and other VP, help to welcome and act as contact point for new kindy parents, answer inquiries, assist to make the P&C accessible and welcoming for all newcomers.
- Act as a point of contact with the Principal to implement and manage tasks for school events eg: 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
- In conjunction with the President and other VP, help to welcome and act as contact point for new kindy parents, answer inquiries, assist to make the P&C accessible and welcoming for all newcomers
- Assist the president as required
- Carry out duties of the president in the absence of the president
- Support P & C activities
- Liaise with Cake Day Co-ordinator in the planning and running of Athletics Carnival refreshments stall

Nominations – multiple positions available: (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
- Liaise with Fundraising Co-ordinator in the planning and running of Athletics Carnival refreshments stall

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 - Multiple positions available: (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 – multiple positions available: (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)

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