



Redlynch State College Parents & Citizens Association

PO Box 326, Redlynch QLD 4870

PandCOffice@redlynchsc.eq.edu.au

THE ROLE OF THE EXECUTIVE COMMITTEE

All P&C's require an Executive Committee comprising of the following officers:

- President
- at least one Vice President
- Secretary
- Treasurer

Redlynch State College P&C Executive Committee currently have an additional Secretary and an additional two Vice Presidents bringing the total number of roles to 7. Executive members need to be familiar with the role they are elected to undertake and understand their responsibilities.

Redlynch State College P&C Executive Committee is responsible for ensuring the Association fulfils its legislative requirements and is accountable for the P&C's operation.

The RSC P&C Executive Committee are responsible for the operation of 5 business units, including OSHC, Tuckshop, Canteen, Stationery and Uniform Shops. We currently employ 31 staff and had an annual turnover of more than \$1.5 million in 2019.

DESCRIPTION OF THE ROLES

General responsibilities applicable to **all** members of the Executive Committee include:

- To be aware of the needs of the school community in which the P&C operates and ensure this knowledge is reflected in the decision-making process
- To encourage community participation with activities and communication between the P&C, school and local community
- To initiate fund-raising and social activities to foster a close relationship between the P&C, school and local community
- To be aware of and ensure the review of the constitution, any by-laws, regulations and policies so that these are appropriate and up to date
- To have a willingness to learn about the P&C operations and engage with staff/members of the school community

President

The President provides leadership and is the accountable officer of the Association. Their role is to act as a representative of the Association, encourage communication between the Association, School administration and the community and encourage participation in the Association. The President will be the Chair of meetings and conduct them in an efficient and timely fashion, being familiar with the rules, constitution and other documents governing Association operations. The President is an official member of the School Council.

Vice President - Governance

The Vice President – Governance will provide essential support for the President and possibly other members of the Executive Committee. They will Chair those meetings from which the President is absent and carry out any duties that have been delegated by the President. They should also be familiar with the rules, constitution and other documents governing Association operations.



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Vice President - Business Operations

The Vice President – Business Operations will oversee the operations of the P&C Association businesses, and work closely with the Managers in the business units, who have operational responsibilities in their roles. Some activities involved in this position include coordinating the hiring of new staff, ensuring position descriptions, performance programs and training are in place, assisting in the review of pay structures, operational planning and resolving staff concerns as well as concerns from the P&C generally through the Executive Committee.

Vice President – Community and Fundraising

This role will focus on strategies for improved engagement with parents and citizens to generate greater interest and involvement in P&C activities. These strategies will build and strengthen connections, introduce processes to support these connections and grow our volunteer base. Through work in this space, other opportunities for improved parent and citizen engagement are likely to emerge.

Treasurer

The Treasurer has the overall responsibility for the financial management of the P&C, including all sub-committee accounts. In their role, they must comply with the Accounting Manual for P&C Associations in all respects. They prepare an annual budget and Annual Operational Plan for the P&C in consultation with the Association's Executive Committee. It is the Treasurer's responsibility to keep accurate accounts of receipts and expenditure. This role works closely with the President and Bookkeeper.

Secretary - Minutes

The Minutes Secretary collates the agenda papers for each meeting (including sub-committee reports) and assists the President in preparing an agenda for each meeting. They prepare and present minutes of the Association's meetings, and record and maintain information pertaining to the activities of the Association. Administers all P&C membership information, including maintaining the P&C Membership Register.

Secretary - Correspondence

The Correspondence Secretary records and deals with all correspondence in/out as directed, manages the P&C email accounts, records and maintains information pertaining to the activities of the Association. They also maintain an up-to-date list of all P&C members' email addresses, emailing the P&C information such as meeting reminders and minutes, and administration of membership forms. This role may also be responsible for the social media correspondence with the greater community body through the P&C Facebook page and liaising with the RSC Facebook page.



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Non-Executive Roles: not required to attend meetings.

QCPCA Rep (P&Cs Qld)

Reports on information from P&Cs Qld that is relevant to the RSC P&C Association at General meetings, when required.

Grants Officer

Assists the treasurer to source and submit grant applications for RSC and the P&C. Will liaise with the principal and college facilities team to organise projects and quotes for grant submissions.

Assistant Secretary

Works with the secretaries to ensure the P&C office and files are maintained.

Sub Committees:

OSHC Sub Committee