

Parents & Citizens Association Inc.

What positions are required to run a P&C Committee and what do they do? Here's our take... ☺ If any of these are of interest and you'd like to know more, please reach out to one of the Executive or email willettonprimarypandc@gmail.com.

The **PRESIDENT (Executive member)** runs the show at all General and Executive Committee Meetings. Offers leadership, management (and wine/chocolate as required) to the committee. Also gets all the good info from the School Office before anyone else!

The **VICE PRESIDENT (Executive member)** assists the President and is in charge when the President is absent. (Does not usually offer wine/chocolate but we can change this policy!). The VP also represents the P&C in all WA Council of State School Organisations matters and functions. At these functions you should rub shoulders and gossip with as many other school representatives as possible so that we can steal implement all of their great ideas!

The **SECRETARY (Executive member)** manages correspondence and administration documents (like minutes, register of members, WACSSO docs). Must have the ability to stay focused enough to take minutes at meetings, be good with faces and names and keep everyone on topic.

The **P&C COMMITTEE TREASURER (Executive member)** is responsible for all finances (receipts, payments, banking, and related documents) and prepare and submit a statement of accounts to each P&C meeting. Keep everything tickety-boo and prepare an annual financial statement for our Auditors and forward a copy of the audited annual financial statements to the school and WACSSO.

CANTEEN CONVENOR works with the Canteen sub-committee and paid staff of the Canteen to make sure our Canteen produces awesome, delicious food for our kids. Makes sure everyone preparing food is trained in best-practice food handling and that equipment is maintained and purchased as necessary. Experience in the food-handling industry is an advantage—also an appreciation for yummy food!

The **FUNDRAISING CO-ORDINATOR**. Got lots of great ideas about how we can raise money and lots of energy and organisational skills? Then this job is for you—you're probably an extrovert (yeah, you know it!) who loves to mingle and is annoyingly happy.

The **SECOND-HAND UNIFORM CO-ORDINATOR** Collects donated second-hand uniforms and offers them for sale to the school community in whatever method works for them! A stall at school or sell directly to parents on a needs basis. The

SAFETY HOUSE CO-ORDINATOR keeps a register of Safety Houses in our school zone and recruits new Safety Houses. Works with Safety House Australia to keep all records up to date as well as organise kids' events like colouring competitions and the Safety House Show.

The **KPP LIAISON** gets the messages to and from the Kindy and Pre-Primary area regarding P&C events and activities. Big hint: recruit a class-rep from each K/PP classroom to help them spread the word. The

SCHOOL BANKING CO-ORDINATOR co-ordinates the lovely Friday morning volunteers, liaises with the Bank Representative and keeps an accurate record of all money collected and arranges for it to be deposited with the bank.

CANTEEN SUB-COMMITTEE is a team of parents that manage the Crunch & Munch Café in conjunction with the Canteen Manager. These folks help design the menus, collate online orders and work with volunteers to fulfil lunch orders. You absolutely do not need to be available every time the canteen opens.

The **PR TEAM** The team who love Facebook (and PicCollage) and being the public voice of the P&C, including drafting text for the fortnightly school newsletter.

The **SUSTAINABILITY COMMITTEE** research and bring sustainability initiatives and advice to the P&C Committee. Love to hug trees and discuss our plastic pollution problem? This is the team for you!

GENERAL COMMITTEE MEMBERS help on various projects as available, for example: organise an event, bake cakes, serve sausages, be a class representative, liaise with external parties for fundraiser/service provision. These guys are the ones who help out when they have time and we can't operate without them!