

# CSHS P&C ROLE STATEMENTS

<b>PRESIDENT</b> .....	<b>2</b>
<b>VICE PRESIDENT</b> .....	<b>3</b>
<b>SECRETARY</b> .....	<b>4</b>
<b>TREASURER</b> .....	<b>5</b>
<b>ACT-BELONG-COMMIT (ABC) COMMITTEE REPRESENTATIVE</b> .....	<b>6</b>
<b>ART EXHIBITION WORKING GROUP CONVENOR</b> .....	<b>7</b>
<b>COMMUNICATIONS LIAISON</b> .....	<b>8</b>
<b>FATHERING COORDINATOR</b> .....	<b>9</b>
<b>GOOD2GROW COORDINATOR</b> .....	<b>10</b>
<b>GROUNDS COMMITTEE REPRESENTATIVE</b> .....	<b>11</b>
<b>ICT COMMITTEE REPRESENTATIVE</b> .....	<b>12</b>
<b>MUSIC PARENTS COMMITTEE REPRESENTATIVE</b> .....	<b>13</b>
<b>QUIZ NIGHT COORDINATOR</b> .....	<b>14</b>
<b>SCHOOL BOARD NOMINEE</b> .....	<b>15</b>
<b>UNIFORM REFERENCE GROUP REPRESENTATIVE</b> .....	<b>16</b>
<b>UNIFORM SHOP COORDINATOR</b> .....	<b>17</b>
<b>YEAR LIAISON</b> .....	<b>18</b>
<b>YOUTHCARE LIAISON</b> .....	<b>19</b>

Updated: 26 November 2019

### President

**Responsible to:**

The P&C in General Meetings

**Last Updated:**

2018

**Purpose**

To ensure the effective operation of the P&C and that the P&C meets its legal obligations.

**Responsibilities & Duties**

- Ensure the P&C (including all its sub-committees) operates according to its legal requirements (as per the P&C Constitution, the School Education Act and the Associations Incorporations Act);
- Chair P&C meetings;
- Facilitate planning of P&C activities;
- Liaise with P&C committee members and ensure office bearers are fulfilling their duties;
- Liaise with Uniform Shop manager in conjunction with the Uniform Shop Coordinator;
- Manage employment agreements for all employees (paid & voluntary) and sit on all employment interviews/contract discussions;
- Address escalated issues relating to Uniform Shop operations;
- Review P&C budgets;
- Authorise payments – typically via on-line banking;
- Communicate with parents on activities of the P&C, typically via the P&C web site, newsletters, Bytes and presentations at school meetings and forums;
- Act as the 'public face' of the P&C;
- Liaise with the school administration;
- Present the P&C sponsored award at the Year 12 graduation ceremony.

A comprehensive description of the President role can be found on the WACSSO website in the P&C President's Guide.

**Additional Details**

### Vice President

**Responsible to:**

The P&C in General Meetings

**Last Updated:**

2019

**Purpose**

To assist the P&C President with their role in ensuring the effective operation of the P&C.

To liaise with WACSSO and speak about WACSSO activities and communications and report on current educational issues.

**Responsibilities & Duties**

- Attend P&C meetings
- Assist at the meetings when needed, this may include taking the minutes or chairing in the President's absence.
- Become familiar with P&C operations, rules and procedures.
- Authorise payments – typically via on-line banking;
- Represent the P&C on the Building Fund Committee.
- Participate on other sub-committees if/when required.
- Manage the constitutional basis and ongoing operation of all committees
- Keep in touch with WACSSO activities and information provided by WACSSO
- Report to P&C meetings on WACSSO activities and information
- Attend the Annual WACSSO Conference

NOTE: If new to the P&C, it may be beneficial to attend a WACSSO P&C Training Session to become familiar with the functions and legal framework of a P&C.

**Additional Details**

## Secretary

### Responsible to:

The P&C in General Meetings

### Last Updated:

2019

### Purpose

To administer the functions of the P&C in accordance with the Constitution, Code of Conduct and best practice.

### Responsibilities & Duties

- Organise and notify members of meetings
- Set the meeting agenda with the President & circulate with reports prior to meetings
- Record minutes of meetings & circulate to all members
- Receive, record and direct correspondence
- Maintain and update all records – Minutes (P&C, Executive, committees), Constitution, Certificate of Incorporation, contacts, procedures, forms, etc.
- Maintain all registers – members, correspondence, WWC cards
- Complete all official notifications:
  - by 30<sup>th</sup> April each year – Principal, WACSSO
  - by 30 June – Associations Online, ATO contacts, ACNC
- Manage the TidyHQ P&C website
- Authorise payments – typically via on-line banking;
- Create & maintain a calendar of events
- Create & maintain a calendar of P&C action dates for each year
- Write letters on behalf of the P&C as directed in meetings
- Manage the Association email hosting and reallocate each year to new Committee members

A comprehensive description of the Secretary role can be found on the WACSSO website in the P&C Secretary's Guide.

Ensure compliance with all elements of **Clause 16 – The Honorary Secretary** of the P&C Constitution

### Additional Details

To be effective, the Secretary must work closely with the President and be:

- Methodical,
- Impartial,
- Persistent and
- Familiar with the Constitution.

## Treasurer

### Responsible to:

The P&C in General Meetings

### Last Updated:

2019

### Purpose

To manage the financial procedures and finances of the P&C

### Responsibilities & Duties

- Establish the P&C budget
- Supervise the P&C bookkeeper
- Ensure honest and accountable financial procedures are undertaken via appropriate systems & procedures, particularly with sub-committees:
  - Uniform Shop
  - Art Show
  - Good 2 Grow
  - Quiz Nite
  - Any other P&C activities
- Authorise payments – typically via on-line banking;
- Present written reports to P&C meetings;
- Notify the P&C of any potential financial problems
- Ensure accounts are audited in time for the AGM each year
- Represent the P&C on the school Finance Committee
- Notify the ATO of the current Office Bearers (at least two of the President, Vice President, Secretary & Treasurer to be current at any time)
- Submit the ACNC annual report by 30 June for the previous year

A comprehensive description of the Treasurer role can be found on the WACSSO website in the P&C Treasurer's Guide.

Ensure compliance with all elements of **Clause 17 – The Honorary Treasurer** of the P&C Constitution

## Act-Belong-Commit (ABC) Committee Representative

### Responsible to:

The P&C in General Meetings

### Last Updated:

2018

### Purpose

To liaise between the ABC / Health committee and the P&C.

### Responsibilities & Duties

- To attend and contribute to ABC / Health committee meetings which are generally held twice per term.
- To report to the P&C, in regard to relevant ABC / Health committee issues.
- To contribute to discussions in regard to policy development and other strategies e.g. healthy food and drink policy, sun protection policy.

### Additional Details

### Art Exhibition Working Group Convenor

**Responsible to:**

The P&C in General Meetings

**Last Updated:**

2019

**Purpose**

To coordinate the delivery of the annual P&C Community Art Exhibition

**Responsibilities & Duties**

- Coordinate the delivery of the annual P&C Community Art Exhibition
- Liaise between the P&C and the Art Exhibition Working Group
- Organise and attend Art Exhibition Committee meetings as required
- Present report to P&C meetings

**Additional Details**

The P&C Community Art Exhibition is an important community outreach event for the School and very popular with the local arts communities.

The convenor coordinates a team of volunteers to deliver the annual P&C Community Art Exhibition. The exhibition is usually held over a weekend during the year 11 and 12 exam weeks in May/June each year.

The exhibition is open to professional, hobby and emerging artists. An accomplished / renowned artist is invited to be the guest artist. The guest artist is invited to submit ten pieces of work. The exhibition spaces can cater for about 100 artists who work on canvas, paper, board i.e. work that is hung, and 30 3D artists e.g. sculptors, jewellers and glass and textile makers whose work is displayed on horizontal surfaces and mannequins.

The working group convenes in November /December to choose the guest artist and select a convenor, exhibition dates and guest artist and assign roles.

Invitations to apply are emailed in February to all artists on the exhibition database held by the school. Applications are submitted online via an online ticketing systems e.g. Trybooking as organised by the working group. Applications close two (2) weeks prior to the exhibition.

The group usually meets monthly in February and March to organise the event and then more regularly leading up to the event.

### Communications Liaison

**Responsible to:**

The P&C in General Meetings

**Last Updated:**

2019

**Purpose**

To ensure that matters relevant to the P&C are publicised within the school community and as appropriate to the wider community

**Responsibilities & Duties**

- Work with the School to ensure the P&C pages on the School's website are current
- Advertise forthcoming event dates in the Churchlands Bytes, School and P&C Facebook pages and email blasts to parents and caregivers and coordinate submission of items to School newsletters
- Write P&C articles as requested.
- Report to P&C meetings

**Additional Details**

The main contact person for P&C communications within the School is the Principal's Executive Assistant (Claire Curtis)

Three people coordinate the communications within the School community. Requests for specific communications should be directed to the relevant coordinator.

- Bytes – Helena Francis / Belinda Mackay
- School website including events calendar – Nawal Kurson / Helena Francis
- Email blasts to parents and caregivers and staff – Claire Curtis

### Fathering Coordinator

**Responsible to:**

The P&C in General Meetings

**Last Updated:**

2017

**Purpose**

To coordinate meetings and functions under the “Fathering” banner

**Responsibilities & Duties**

- Coordinate activities and volunteers required to run Fathering
- Liaise with the Fathering Project personnel
- Liaise with the Treasurer regarding Fathering financial matters
- Liaise with school staff regarding use of school facilities
- Provide promotional material for the event in liaison with the P&C Communication role
- Provide updates to P&C meetings regarding the event

**Additional Details**

[www.fatheringproject.org.au](http://www.fatheringproject.org.au)

## Good2Grow Coordinator

**Responsible to:**

The P&C in General Meetings

**Last Updated:**

2019

**Purpose**

To coordinate the Good2Grow fundraiser

**Responsibilities & Duties**

- Coordinate activities and volunteers required to run Good2Grow
- Liaise with the Treasurer regarding Good2Grow financial matters and follow all financial procedures
- Liaise with school staff regarding use of school facilities
- Provide promotional material for the event in liaison with the P&C Communication role
- Provide updates to P&C meetings regarding the event

**Additional Details**

## Grounds Committee Representative

### Responsible to:

The P&C in General Meetings

### Last Updated:

2019

### Purpose

To represent the P&C on the school grounds committee and coordinate building fund projects

### Responsibilities & Duties

- Attend school grounds committee meetings
- Report to P&C meetings on school grounds matters
- Coordinate P&C building fund projects

### Additional Details

## ICT Committee Representative

**Responsible to:**

The P&C in General Meetings

**Last Updated:**

2015

**Purpose**

To facilitate information flow between the P&C and the ICT Department

**Responsibilities & Duties**

- Liaise with the ICT Department
- Attend ICT Committee meetings
- Inform the P&C of ICT related matters of importance to parents

**Additional Details**

## Music Parents Committee Representative

### Responsible to:

The P&C in General Meetings

### Last Updated:

2015

### Purpose

To liaise between the Music Parents Committee and the P&C

### Responsibilities & Duties

- Represent the P&C on the Music Parents Committee
- Represent the Music Parents Committee at P&C meetings
- Attend Music Parents Committee meetings as scheduled (usually twice per term)
- Present reports to P&C meetings and Music Parents Committee meetings
- Ensure minutes of MPC meetings are forwarded to the P&C Secretary

### Additional Details

## Quiz Night Coordinator

**Responsible to:**

The P&C in General Meetings

**Last Updated:**

2015

**Purpose**

To coordinate the delivery of the annual P&C Quiz Night

**Responsibilities & Duties**

- Coordinate activities and volunteers required to run the Quiz Night
- Apply for Liquor License for the event
- Liaise with the President (and have the President sign) donation request and thank-you letters that are to be officially used to collect donations
- Liaise with the Treasurer regarding Quiz Night financial matters
- Liaise with school staff regarding use of school facilities
- Provide promotional material for the event in liaison with the P&C Communication role
- Provide updates to P&C meetings regarding the Quiz Night
- Send thank-you letters in a timely manner
- Manage the Try Booking website access for bookings and reporting of the event tickets, etc.
- Hand over the Try Booking and Google Drive details to incoming Coordinator and Secretary

**Additional Details**

## School Board Nominee

### Responsible to:

The P&C in General Meetings

### Last Updated:

2019

### Purpose

To represent the P&C on the school Board

### Responsibilities & Duties

- Attend school Board meetings (typically monthly)
- Present the P&C position on matters discussed at the board as required
- Report to P&C meetings on activities of the Board

### Additional Details

## Uniform Reference Group Representative

**Responsible to:**

The P&C in General Meetings

**Last Updated:**

2019

**Purpose**

To participate in the Uniform Reference Group on behalf of the P&C

**Responsibilities & Duties**

- Attend Uniform Reference Group meetings – up to twice per term during school hours for discussion of new and updated uniform items;
- Ascertain and report P&C views to the URG on any matters of importance regarding uniforms;
- Assist with any research or surveys required by the URG;
- Assist to build and retain corporate knowledge regarding uniforms at Churchlands SHS;
- Provide support for the Uniform Shop Coordinator

**Additional Details**

### Uniform Shop Coordinator

**Responsible to:**

The P&C in General Meetings

**Last Updated:**

2018

**Purpose**

To oversee the operation of the Uniform Shop and act as the liaison between the Uniform Shop and the P&C committee

**Responsibilities & Duties**

- Ensure the Uniform Shop Manager is aware of, and working towards meeting the mandates set out by the P&C and school
- Provide support for the Uniform Shop Manager in managing the operation of the shop
- Work with the Uniform Shop Manager to improve the operation of the Uniform Shop
- Check that procedures are written and updated regularly to meet the needs of the P&C and the school
- Assist at the shop as required to support the Manager
- Prepare an update report for the monthly P&C meetings, in conjunction with the Uniform Shop Manager
- Attend Uniform Reference Group meetings; up to twice per term during school hours for discussion of new and updated uniform items
- Liaise with, and request support / mediation from the President if issues arise that need additional support
- Direct and liaise with the Uniform Shop Manager regarding:
  - Hiring, firing and management of staff
  - Supplier terms & conditions
  - Supplier payment terms (in conjunction with the Treasurer)
  - Stock levels to be held of all items
  - All staff having an up-to-date Working With Children card
- Prepare an annual report in September each year on the operation of the Uniform Shop with recommendations for changes or improvements for the following year.

**Additional Details**

- Liaise with the Treasurer / Bookkeeper to ensure wage rates are up-to-date – changes bi-annually generally in July & November

### Year Liaison

**Responsible to:**

The P&C in General Meetings

**Last Updated:**

2015

**Purpose**

To promote parent involvement in school and P&C activities.

**Responsibilities & Duties**

- Coordinate social events out of school for parents to meet and catch up;
- Assist with school functions and events;
- Encourage parents to come along to P&C meetings and events;
- General promotion of the school and sense of community.

**Additional Details**

This role can be for just one year group or for several. The role may also be shared by a number of people.

### YouthCARE Liaison

**Responsible to:**

The P&C in General Meetings

**Last Updated:**

2018

**Purpose**

Liaise between the school Chaplains / Cambridge YouthCARE Council (CYCC) and the P&C

**Responsibilities & Duties**

- To keep contact with the School's Chaplains
- To contact the Chaplains prior to P&C meetings for a report so they can say how things are going within the school and see if they need anything.
- To report back to P&C members at each meeting on the activities of the Chaplains within the school.
- To attend the meetings of the CYCC as a link person at St Nicholas Church Floreat, every 1st Thursday in the month.
- To check mails from the Secretary and members of the CYCC Committee re minutes and actions.
- To assist with fundraising activities for YouthCARE, e.g. Concert, Dinner, Quiz night, Chaplathon. To assist by promoting, selling and helping at those events.
- To report to the P&C on the activities of CYCC.
- To promote the activities through the P&C meetings, advertising through the school newsletters, emails, Bytes, and placing posters at school.
- Optional to attend the fundraising functions, but preferable for public relations between CSHS and CYCC.
- To invite and update members of CYCC of events at school, such as the Art Exhibition, Musicals, Concerts, Fertiliser Fundraiser, etc.
- To ensure that the CYCC are invited to the Principal's Thank You morning tea for Volunteers at the end of the school year.

**Additional Details**