Role Responsibilities for the Office Bearers
(as taken from Effective P&C Association Booklet)

President

The President is the meeting Chairperson, the public face of the P&C and can be a link between parents and school administration. During a meeting it is important that the President ensures there is a motion to be voted on and conducts productive/orderly meetings by:

- Maintaining control
- Ruling on points of procedure
- Stopping people from speaking out of turn
- Encouraging participation by all members
- Closing debate by summing up

The President is also a signatory to the bank accounts, needs to ensure other Office Bearers fulfil their duties, handles media and all external enquiries, observes legal formalities and is an ex officio member of all sub committees.

Vice President

The Vice President can be an understudy for the President to undertake the Presidents duties if they unable to do so, including chairing meetings when the President is absent or has a conflict of interest. The Vice President can represent the President on sub committees and is a signatory to the bank accounts.

Secretary

The Secretary maintains the Association’s records (NOT the financial records). They must:

- Post notice of meetings
- Assist Chairperson in drawing up agenda
- Record minutes
- Deal with correspondence
- Maintain membership records
- Be a signatory to the bank accounts
- Observe legal formalities

It is important that when taking the minutes the Secretary documents that a discussion on a particular subject took place, what decision was made, who will follow-up on the resolution and the timeframe.
P&C documents that must be archived are the minute books and document register. All correspondence that is not of an ongoing issue need not be retained for longer than twelve (12) months provided they have been listed in the correspondence log.

Treasurer

The Treasurer maintains the Association’s financial records. It is important to establish and maintain SIMPLE procedures for handling the Association’s money:

- always issue receipts
- 2 people to count money and the receipt signed by both
- bank all money received
- 2 people to sign cheques (avoid conflict of interest)
- to sight an invoice before signing cheques
- never sign blank cheques

It is the responsibility of the Treasurer to prepare and present a WRITTEN report for every General Meeting, including an up-to-date bank reconciliation, a copy of the most recent bank statement and a statement of receipts and payments. Other responsibilities include:

- Preparing the books for audit.
- Management of all the P&C’s accounts including overseeing ALL sub committees.
- Completion of tax and superannuation related documents as necessary.

All financial records must be kept for a minimum of five (5) year’s, however personnel records of employees must be kept for the time of their employment and for seven (7) years after termination/resignation.

** For full copies of each role and responsibilities, please contact the Bertram Primary P&C Association by email bertramprimarypandc@gmail.com or 0437 233 211 **