

P&C ROLE DESCRIPTIONS

For more information about any role, please contact nedlandspca@gmail.com.

Office Bearers	Main tasks (including but not limited to):
<i>President</i>	<ul style="list-style-type: none"> • chairs the P&C meetings • supports the other P&C roles and committees • has thorough knowledge of the rules and regulations governing P&C Associations • represents the P&C at school and community events
<i>Vice President</i>	<ul style="list-style-type: none"> • supports the President and other P&C members • may be required to step into the President's role from time to time • may be required to undertake secretarial duties from time to time • has thorough knowledge of the rules and regulations governing P&C Associations
<i>Secretary</i>	<ul style="list-style-type: none"> • takes minutes at P&C meetings • distributes the meeting agenda, and previous meeting minutes prior to each meeting • maintains P&C membership list
<i>Treasurer</i>	<ul style="list-style-type: none"> • establishes and manages the P&C budget and monthly accounts • pays and keeps record of all invoices • produces financial reports and liaises with auditor • works closely with the fundraising and uniform shop teams

Sub-committee Members	Main tasks (including but not limited to):
<i>Fundraising and Events Team</i>	<ul style="list-style-type: none"> • establishes a calendar of events each year • supports the class reps as they plan and coordinate events • liaises with the communication coordinator to promote activities • obtains relevant permits from City of Nedlands
<i>Uniform Shop Team</i>	<ul style="list-style-type: none"> • operates the uniform shop on a weekly basis on a rostered basis • maintains and manages stock levels • processes online orders for classroom delivery • maintains sales records and liaises with the Treasurer
<i>Communications Team</i>	<ul style="list-style-type: none"> • Sends email updates to families about P&C activities • Creates Posters to promote events • Manages the P&C Facebook page and website
<i>Pool Coordinator</i>	<ul style="list-style-type: none"> • manages the operation of the school pool • ensures ongoing certification by the Royal Life Saving Society WA • promotes pool memberships • seeks funding from Department of Education and Training and other bodies • ensures that appropriate insurance is maintained
<i>Building and Grounds Representative</i>	<ul style="list-style-type: none"> • is a member of the Building and Grounds Sub-Committee • works closely with the Principal and Sub-Committee to identify future projects and areas of need • assists with planning of works, including funding arrangements