

To be an active P&C we need 2 x Exec + 3 x Committee members (any role) to meet a quorum of 5 voting members

Executive Committee	Committee
<ul style="list-style-type: none"> <li>● President (<i>Office Bearer + bank signatory</i>)</li> <li>● Vice President 1 (<i>Office Bearer + bank signatory</i>)</li> <li>● Vice President 2 (<i>Office Bearer + bank signatory</i>)</li> <li>● Treasurer (<i>Office Bearer + bank signatory</i>)</li> <li>● Secretary (<i>Office Bearer + bank signatory</i>)</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Coordinator / Communications</li> <li>● Fundraising Events</li> <li>● Sponsorship</li> <li>● Gardens</li> <li>● Grants</li> <li>● 2nd Hand Uniforms</li> <li>● General committee member (no specific role)</li> </ul>

### What does the P&C do and why do we exist (what’s our purpose)?

The Birchgrove P&C Association is an incorporated not-for-profit organisation established to promote the interests of our school community. The P&C aims to bring parents, citizens, students and teaching staff into close co-operation to discuss our children’s education and to raise much needed funds via events, sponsorship and grants. Funds raised go back to the school to provide facilities and equipment to create the best possible learning environment for our students. **In short, it’s all about our kids.**

### How can I get involved?

Membership of the Birchgrove P&C Association is open to all parents and carers of students attending the school and to all citizens. The P&C is always keen to welcome new members at monthly meetings

**General meetings are held on the 3rd + 8th Wednesday of each term at 7pm in the staff room or virtually.**

For more information on P&C Membership please refer to [CLICK HERE](#) To access the Birchgrove P&C Association Constitution and Code of Conduct please refer to P&C section of the school website.

### What’s the Role of P&C Officers and Working Groups?

The basic requirements of P&C Subcommittees and Officers are set out by the P&C Federation at <https://www.pandc.org.au/faqs/> and part of the Birchgrove P&C Association Constitution.

### **The P&C Executive** \*Office Bearer Roles

P&C Executive comprises the President, Vice President(s), Secretary and Treasurer. Responsible for:

- Planning, management and organisation of the Association’s affairs
- All financial matters relating to the Association
- Coordinate and hold regular meetings
- Conduct meetings in a fitting and proper manner with respect for accepted meeting procedures
- Form and manage working groups to achieve effective results

### **P&C President** \*Office Bearer Role

The role of providing leadership to the parent community which includes having an awareness of parental concerns and expectations and being an active participant in the school's planning and priority setting.

Responsibilities:

- Formulating the annual objectives for the P&C and delegating duties in order to achieve this plan.
- Chairs Executive, P&C and other special meetings.
- Represents the P&C in meetings with the School Principal with support from Vice President(s)
- Primary point of contact with NSW P&C Federation on behalf of Executive for advice and support

**P&C Vice President(s) 2 x roles** *\*Office Bearer Roles*

The role of the Vice President(s) is to support the President and other committee members.

Responsibilities:

- Manages independent projects as required, attends the Executive, P&C and special meetings and assists with issues arising with sub-committees
- Maintains P&C annual insurances.
- Ensuring that the NSW P&C Federation is advised of every P&C fundraiser/event and that a valid Certificate of Currency – COC has been received for all events prior to the event and to incurring any non-refundable costs. Copies of both the Notification of Event Form and Certificate of Currency must be sent to the P&C Secretary for filing. Notify event to obtain COC from the Federation here <https://www.pandc.org.au/notification-of-events-form/>
- In the absence of the Secretary, the Vice President will take minutes at meetings and act as the P&C President in their absence.

**P&C Secretary** *\*Office Bearer Role*

The Secretary is the principal administrative officer of the Association. They contribute significantly to the smooth running of the P&C and maintaining transparent communications within the school community (through accurate minutes etc).

Responsibilities:

- Takes, distributes and displays meeting minutes.
- Keeps a continual record of the business of the P&C by maintaining the Minutes book.
- Write letters as needed.
- Collects, reviews and distributes incoming mail.
- Attends Executive and P&C meetings.
- Receives queries from the school community and directs appropriately.

**P&C Treasurer** *\*Office Bearer Role*

The Treasurer is the principal financial coordinator. The P&C raises, manages and invests into the school a substantial amount of money each year. The Treasurer manages the planning and tracking of P&C finances

Responsibilities:

- Maintains financial records
- Prepares regular financial reports
- Payment of P&C accounts and invoices (joint signatory, along with President, Vice President(s) or Secretary
- Presents financial reports at Executive and P&C meetings
- Prepares books and accounts for audit as required
- Maintain Australian Charities and Not-for-Profit Commission online annual reporting requirements
- Maintains financial membership list with support from Secretary
- Provides high level analytical review of financial results

**COMMITTEE MEMBERS:****Class Parent Coordinator / Communications**

The role of Class Parent Coordinator is an important member of the committee.

Responsibilities:

- To be the communications hub for social, fundraising and school events/news via the class email list and to encourage participation/support within the classes for P&C initiatives
- To encourage a sense of community within the school parent/carer group
- To be the contact person for queries from parents via email and point them in the right direction

**Event Coordinator(s)**

The Event Fundraising Coordinator(s) perform an important role on the P&C committee and would particularly suit volunteer(s) with strong people and event project management skills.

Responsibilities:

- To assist in the planning and execution of fundraising activities that have been planned and agreed upon by the P&C Executive and School Principal.
- The events must be approved by the P&C Executive prior beginning, to ensure that they meet P&C objectives, are appropriately budgeted and can be funded accordingly (including bringing in sponsorship opportunities relevant to the event)
- The Event Coordinator(s) are not responsible for undertaking all fundraising activities themselves but to manage, delegate and oversee all activities through the Fundraising / Events Working Group and school parent / carer volunteers.
- Update Event Fundraising activities at the monthly P&C meetings.

**Sponsorship Coordinator**

The Sponsorship Coordinator performs an important role on the P&C committee and would particularly suit a volunteer with strong people and business development skills.

Responsibilities:

- To assist in the planning and execution of Sponsorship activities in conjunction with the P&C Executive.
- Seek out appropriate sponsors and donors for annual sponsors and/or specific sponsors for certain events i.e Fete, Student Fun Run and Big Night Out etc.
- The Sponsorship Coordinator must seek prior written approval from both the P&C Executive and School Principal for Sponsors' attendance at all P&C and school related events
- Update Sponsorship activities at the monthly P&C meetings.

**Grants Coordinator(s)**

As a major potential source of P&C income, the Grant's Coordinator performs an important role on the P&C committee. The role would particularly suit volunteers with strong report / business case writing and project management skills.

Responsibilities:

- To assist in the planning and execution of grant activities.
- Liaises with P&C Executive and School Principal to ensure alignment of grants opportunities to school needs and availability of relevant quotations for inclusion in Grant submissions
- Develops contacts and applies for relevant grants with support of subcommittee
- Update Grant activities at the monthly P&C meetings.

**2nd Hand Uniform Coordinator**

Responsibilities:

- Each term coordinating a 2nd hand uniform stall. Organising a group of parents to sort out and set up the stall.

**Environment Coordinator**

The role of Environment Coordinator is an important member of the committee and would particularly suit a volunteer with project management skills and a passion for the environment.

Responsibilities:

- To assist in the planning and execution of environmental projects.

**Committee Member**

All parents and carers are welcome to attend as a committee member and be part of the team. You don't need to be nominated for this.

Any questions please contact Yvonne Hilsz [president@bpspandc.com](mailto:president@bpspandc.com)