



## Maroubra Bay Public School: P&C Role Description

### P&C Executive Office Bearers

The following table describes the various positions to be elected at the P&C AGM. Current positions will be vacated and then refilled at the AGM by a ballot of financial members. Membership is a nominal \$2 per year payable prior to or at the AGM. You can pay your membership via the P&C website. All parents and carers are invited to consider nominating for these roles and becoming an active part of the P&C and supporting the wider school community.

The following executive positions must be filled.

ROLE / POSITION	POSITION DESCRIPTION
<b>President (elected)</b>	Provides leadership to the parent community; has an awareness of parental concerns and expectations; is an active participant in the school's planning and priority setting; chairs all P&C meetings; works with and supports P&C committees; liaises with the school Principal; is a signatory on P&C bank accounts.
<b>Vice President (x2) (elected)</b>	Supports the duties of the President; works with and supports P&C committees; chairs P&C meetings in the absence of President; can be a signatory on P&C bank accounts.
<b>Treasurer (elected)</b>	Receives and deposits monies, maintains financial records, draws cheques and presents accounts at each P&C meeting; presents all records for auditing each year; is a signatory on P&C bank accounts. Can chair the P&C meetings if required.
<b>Secretary (elected)</b>	Takes and distributes minutes for all P&C meetings; circulates P&C agenda prior to meetings; is the contact person between the P&C and the National P&C Association; assists other committee members; can be a signatory on P&C bank accounts. Can chair the meeting if required.

### Committee Coordinators

The committee coordinators are non-elected positions, and are not required to be vacated by incumbents at AGM. These positions are customarily filled voluntarily and by collective agreement. The following table describes the various Coordinator positions that currently exist, but new committee and coordinator roles can be raised as required. All parents and carers are invited to consider these roles and becoming an active part of the P&C.

ROLE / POSITION	POSITION DESCRIPTION
<b>Garden and Environment Coordinators</b>	Manages and oversees the Garden & Environment Committee, including setting P&C goals in this area.  Garden: Coordinates the implementation, maintenance and fund raising for the P&C Community Garden; identifies and works on relevant grants for the community garden  Environment: Coordinates the promotion of environmentally sustainable practices at the school including waste reduction, water and energy conservation.
<b>Fundraising Coordinator</b>	Manages and oversees the Fundraising Committee, working with the committee to propose fundraising goals for the year. It is recommended that the Fundraising coordinator is not the President.  Identifies fundraising opportunities for the school including fundraising events, sponsorship and grants, in kind donations. Is not expected to co-ordinate all events but rather ensures all fundraisers have a specific coordinator. If a specific coordinator (does not need to be on the fundraising committee) is not found, the proposed event will not go ahead.
<b>Uniforms Coordinators</b>	Coordinates the Uniform Shop and volunteers' pool, including rosters. Manages uniform sales, stock, orders and finances.
<b>Communications Coordinator</b>	Compiles and edits the P&C Newsletter, currently released every fortnight through Skoolbag and other media. Acts as conduit for all other P&C notices and documents issued through Skoolbag. Maintains the P&C website, FB and Instagram pages, which includes both the content and its "look and feel". Maintains involvement in the P&C and familiarity with its plans and activities.
<b>Grants Coordinator</b>	Locates grant opportunities and liaises with other coordinators regarding eligible projects for potential grant applications