

## **PRESIDENT**

The president is responsible for the overseeing of the P&C and the associated committees, presiding and running the P&C meetings and liaises with the QLD P&C Association and the Principal over any P&C and school matters. The president is responsible for:

- The successful functioning of the P&C.
- Fostering participation of all members.
- Welcoming new members & supporting volunteers.
- Chairing Meetings.
- Signatory on bank accounts.
- Acting as the P&C spokesperson.
- The President is automatically a member on sub-committees.

## **VICE PRESIDENT**

The vice president in the absence of the President presides over the meeting. The Vice President supports the role of the President and may be required to:

- Chair meetings or parts of meetings under the direction of the President.
- Chair meetings in the absence of the President.
- Signatory on bank accounts.
- Take on the responsibility of supporting / leading sub-committees.
- Represent the President if the President is not available.

## **SECRETARY**

The Secretary shall attend meetings and support the general running of the P&C  
They are responsible for:

- Supporting the taking of minutes at meetings.
- Maintaining member records.
- Signatory on bank accounts.
- Give notice of meetings.
- Gather and distribute reports to members prior to meetings

## **TREASURER**

The Treasurer maintains records, draws cheques and presents accounts to each meeting, and presents all records for auditing each year. The Treasurer is responsible for:

- Maintains records and make educated decisions around P&C financials
- Presents financial data at meetings.
- Signatory on bank accounts.
- Must ensure books are kept up to date.
- Audit – support P&C admin with the organisation and co-ordination in the audit of books.
- Reporting of all transaction and a bank reconciliation at P&C meeting, an annual report to be presented at P&C AGM.