

## **P&C EXECUTIVE ROLES AND RESPONSIBILITIES**

### **President**

The Constitution provides that the president:

- shall hold office in an honorary capacity
- shall preside at every meeting of the Association in which she/he is present
- as chairperson, shall have a deliberate vote and a casting vote
- CANNOT hold the office of treasurer
- shall be a signatory on P&C accounts.

The *Education (General Provisions) Act 2006* provides that the president:

- is the only officer empowered to sign any agreement for and on behalf of the Association upon resolution of the Association to enter into such an agreement

The president should:

- provide leadership
- act as a representative of the P&C
- ensure time is used effectively
- ensure decisions are made and followed up
- oversees accountability of the Association
- ensure everyone has a say
- manage dominant personalities
- foster good communication between the P&C, school and community
- encourage participation
- conduct meetings in an efficient and timely manner so that all members feel valued
- be familiar with the rules, operations and meeting procedures of the P&C.

It is the president's responsibility:

- to ensure that members are aware of the contents of the Minutes of the previous meeting.
- to obtain confirmation of the Minutes and to sign the Minutes book.
- to announce business in accordance with the agenda.
- to give firm rulings and guidance to the meeting.
- to assist the discussion by guiding debate along relevant lines.
- to give all members the opportunity to speak but also to confine speakers to the matters under discussion.
- to put to the vote motions and amendments and to announce the result to determine points of order.
- to provide explanations to those in doubt about procedure or the subject matter under discussion.
- to introduce guest speakers and to arrange for movers of votes of thanks.
- to ensure that priority items on the agenda are dealt with accordingly.
- to establish the next meeting date and time and to close the meeting.

### **Vice-President**

The vice-president should:

- consider this position as the president's understudy
- provide support and assistance to the president
- become familiar with P&C operations, rules and meeting procedures.

The vice-president may be required to undertake the duties of the president in the president's absence.

## **Secretary**

The secretary should:

- maintain attendance records and a register of members including ex-officio and life members
- assist the president in preparing an agenda for each meeting
- collate agenda papers for each meeting (including subcommittee reports)
- prepare and present minutes of P&C and officers' meetings at each general meeting
- record and deal with correspondence in/out as directed by the P&C
- generally organise, record and maintain information pertaining to the activities of the P&C
- have custody of P&C Association documents.

## **Treasurer**

The treasurer has the overall responsibility for the financial management of the P&C, including all subcommittee accounts.

Treasurers must:

- comply with the Accounting Manual for P&C Associations
- prepare an annual budget for the P&C
- supply a financial statement at each meeting
- make all cheque books, deposit books and receipt books together with books of account, available to the auditor
- prepare annual statements, which must be audited and a copy forwarded to your DETE Regional Office.

It is the treasurer's responsibility to keep accurate accounts of receipts and expenditure.

The treasurer should:

- be involved in the preparation of the school budget
- promptly bank all monies received in the appropriate account
- keep the cashbook up-to-date
- pay all accounts promptly when authorised by a meeting
- issue receipts for all monies received
- make sure all cheques are correctly filled out and signed by the appropriate people (cheque butts should be filled out in detail as they are a record of payments made)
- protect him/herself by paying all accounts by cheque or EFT and cross all cheques 'not negotiable'. The best way to issue a cheque for cash is to 'uncross' it by writing 'please pay cash' on the face with the two signing officers signing it a second time under those words. Cash cheques should only be used for petty cash.
- Make sure that the secretary is given a copy of the signed statements prepared for each meeting, to be inserted in the minutes book
- give a copy of the audited financial statements to the secretary after the AGM and a second copy to the principal.
- Keep an accountable forms register
- Ensure any excess funds in a sub committee account are transferred to the P&C General Account.
- Ensure accounting is open and transparent. Welcome questions
- Monitor Wages
- Discuss and address any issues raised by the auditor
- Reports are countersigned
- Ensure all accounts are current and reconciled.