

Roles and responsibilities

President

(For more information, see the *Operations Manual for P&C Associations 2011*, section 1, page 4)

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.

NOTE: From 1 January 2012, if the P&C operates an outside school hours care (OSHC) service, the President will have additional responsibilities and may have personal legal obligations regarding the operation of the OSHC service. Refer to the section on OSHC for more information.

Delegation of duties

P&C delegation of duties

If the P&C President has declared a conflict of interest, he/she can step aside and withdraw from discussions; however, if that conflict of interest is in regard to an employment issues or in the case of an Outside School Hours Care (OSHC) issue he/she is the responsible officer and cannot step aside. The President is the accountable officer in all employment and OSHC related issues and this duty cannot be delegated. Where a P&C President will be away from the position for an extended time, the Vice President would step up into the position of President and be the accountable officer during this time.

President's checklist

Monthly general meetings

- ✓ Financial documents presented
- ✓ Accounts reconciled with bank statement and countersigned
- ✓ Sign and date the bank reconciliation and bank statement
- ✓ Reports presented for each subcommittee account
- ✓ Ensure all payments are approved for payment
- ✓ Trading statements produced and examined, if applicable
- ✓ Monitor budget performance.

Annual meetings:

- ✓ Annual financial documents in correct format and completed
- ✓ All P&C accounts combined for annual financial documents including all subcommittee's accounts.
- ✓ Review the need for respective subcommittees. If a subcommittee is reconfirmed, then review account limits on their operational plan and ask for endorsement of the subcommittee recommendations to be appointed office bearers.
- ✓ Ensure a copy of the approved audited annual financial statements are sent to DETE Regional Office
- ✓ Ensure P&C Transmission Report and P&C executive details are sent to Regional Office
- ✓ Ensure Student Protection Risk Management strategy is endorsed
- ✓ Plan a schedule of proposed meeting dates for the year
- ✓ If the P&C Association operates an outside school hours care facility, ensure that all executive members hold or apply for Blue Cards.

At all times:

- ✓ Ensure controls for handling cash are used
- ✓ Ensure records are kept up-to-date
- ✓ Maintain security of accountable forms
- ✓ Watch for and declare any conflicts of interest.
- ✓ Monitor that payments are approved for appropriate purposes
- ✓ Ensure all accounting is open and that the atmosphere at meetings accepts questioning of accounts as normal rather than critical
- ✓ Ensure that P&C members are aware of the requirements of the Constitution, *Operations Manual* and *Accounting Manual*



As chair at meetings, the President should ensure that:

- ✓ New members and guests are welcomed and introduced to others
- ✓ A quorum of members is present
- ✓ The meeting starts on time
- ✓ The Chair remains impartial and polite
- ✓ The minutes of the previous meeting are signed
- ✓ A report on executive actions between meetings is presented for ratification
- ✓ Motions and amendments are clearly put to the vote and the results announced
- ✓ The meeting is declared open and closed and the time announced for each
- ✓ Action is taken in accordance with the direction of the meeting
- ✓ An agenda is prepared for the meeting. The officers may meet prior to the meeting to discuss the agenda but decisions should be made only on matters of urgency.
- ✓ Develop and maintain a close working relationship with the principal and the school community
- ✓ Make sure that any contentious issue is placed on notice and advertised

Secretary

(For more information, see the *Operations Manual for P&C Associations 2011*, section 1, page 10)

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.

Tips for the secretary

Agenda

- Prepare in advance using the format in the P&C Constitution.
- Consult with President, Treasurer and other report givers.
- Identify any business that needs to be addressed.
- Provide copies of the agenda to the meeting.



Minutes

- Provide copies of the minutes to those present at the meeting
- Record a summary of the main points of discussion as dot points. They do not need to be word for word.
- Do not name individuals involved in the discussion
- Identify items that require action from the correspondence list

Correspondence

- Check the mailbox regularly
- Have a summary list for the meeting
- Inwards: sort out the junk mail from items needing action or which should be brought to the attention of the meeting
- Outward: letters authorised by the last meeting

Record keeping

- Maintain an up-to-date copy of the Constitution.
- Maintain up-to-date membership records.
- Keep a record of continuing motions that affect the way the P&C does business.
- Record who moved and who seconded the motion and the outcome of the motion.
- Record discussion briefly if no decision was made (dot points).
- Other files e.g. fete, list of materials needed for functions.

Order of business

- Welcome to members
- Apologies
- Confirmation of minutes from the previous meeting
- Business arising from the minutes
- Correspondence and business arising from the correspondence
- Confirmation of executive committee decisions (if any)
- Treasurer's report (supplied in written form) and business arising from the report
- Other reports (in written form) to be received and adopted e.g. subcommittee reports
- Motions on notice
- General business (agenda items, other business)
- Applications for new membership



NOTE: From 1 January 2012, if the P&C operates an outside school hours care (OSHC) service, the Secretary may have additional responsibilities and also may have personal legal obligations regarding the operation of the OSHC service. Refer to the section on OSHC in this booklet for more information.

Vice-President

(For more information, see the *Operations Manual for P&C Associations 2011*, section 1, page 6)

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 role of the vice-president is to provide essential support for the president and possibly other members of the team, i.e. assisting the secretary or the treasurer in some of their tasks.

The vice-president will chair those meetings from which the President is absent and carry out any duties that have been delegated by the president. The vice president can also act as chair for any subcommittees established by the Association.

A vice-president can look on the role as a means of gaining an understanding of the various executive roles. A vice-president should become familiar with the operation of the Association. This position might also provide an opportunity for a particular job that can vary between school communities, e.g. publicity officer, education officer etc. This role, although not always seen as so, is one of the most important roles in the executive. It is essential to look beyond the role and try to ensure you are able to help the executive take the P&C Association into the community and promote the successes of the school.

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P&Cs Qld representative

(For more information, see the *Operations Manual for P&C Associations 2011*, section 1, page 11)

The role of the P&Cs Qld representative is vitally important as a link between P&Cs Qld and your P&C. The delegate/s should be endorsed by the P&C and must be minuted at a duly constituted P&C meeting. Information sharing is the pivotal role of the P & Cs Qld representative and may include:

- keeping yourself informed on all current and new developments in education in general. P&Cs Qld Area Coordinators in your area will be happy to assist, or you can telephone the P&Cs Qld State Office. There is a list of executive members on the P&Cs Qld website;
- asking the secretary to provide you with a copy of all P&Cs Qld mail. Contact your P&Cs Qld Area Coordinator for a summary of all the mail your P&C should have received;
- summarising and reporting on all P&Cs Qld correspondence, e.g. Parent Talk magazine, Enews and flyers;
- assisting your P&C to fill out questionnaires sent by P&Cs Qld;
- attending conferences (whenever possible), regional council and branch meetings (affiliated P&C Associations are entitled to vote at all P&Cs Qld meetings, in line with the P&Cs Qld Constitution);
- sharing information gained at conferences, forums and meetings;
- making contact with other representatives in your area where possible.

The P&Cs Qld representative should:

- provide feedback to members and the executive at meetings
- be familiar with the rules and meeting procedures to assist officers in their duties
- provide feedback from the Association to P&Cs Qld on issues that are of concern to the P&C and things that are working well. It is always good to hear good news stories!

Treasurer

(For more information, see the *Operations Manual for P&C Associations 2011*, section 1, page 6 and the Accounting Manual for P&C Associations p13, 14 & 15.)

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,

When you are first appointed:

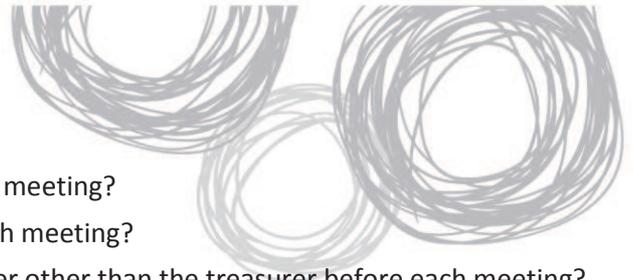
- obtain the records from the previous treasurer
- find out how subcommittees keep their books
- develop an accountable book register which lists the number of cheque books (with cheque numbers), order books and receipt books in existence
- have signatories for cheque account operation changed at the bank
- begin recording the transactions of the P&C as they occur during the month.

Practical advice for treasurers

- The formal duties of a treasurer are set out in your P&C Association's Constitution.
- There is no uniform system of record-keeping set down. You choose the method best suited to your Association's needs. Any method chosen must fit with the compliance issues set out in the *Accounting Manual for P&C Associations*.
- The treasurer is first in the line to keep an eye on anything to do with the Association's finances. This does not necessarily mean that the treasurer actually handles the cash, or keeps details of all accounts personally. Some duties can be delegated to others
- P&C cannot use credit cards



Treasurer's checklist



Regular checks:

- ✓ Is a schedule of payments presented for approval to each meeting?
- ✓ Is a statement of receipts and payments presented to each meeting?
- ✓ Is the bank reconciliation checked by an executive member other than the treasurer before each meeting?
- ✓ Are all payments supported by invoices/receipts/dockets?
- ✓ Do 'Goods Received' and 'Paid' stamps/markings appear on all paid invoices?
- ✓ Are photocopies of invoices used to support payments stamped/marked 'not previously paid'?
- ✓ Are discounts taken advantage of at all times?
- ✓ Have all taxation payments, if required, been made?
- ✓ Is the bank statement cited and signed when the bank reconciliation is checked?
- ✓ Is the bank reconciliation checked against the cashbook?
- ✓ Is the bank reconciliation and bank statement signed and dated by the P&C President?
- ✓ Do all subcommittees present a financial report to each monthly P&C meeting?
- ✓ Are receipts and payments monitored against a budget?
- ✓ Are all financial reports and bank reconciliations pasted in the minutes book?
- ✓ Are all cheques made out to a person, not to cash?
- ✓ Notify your Principal if you believe there has been an instance of theft or fraud.

Annual checks:

- ✓ All the accounts for the P&C and its subcommittees have been collected and taken to the auditor with ample time to prepare audited financial statement for the AGM.
- ✓ Copies of minutes of the P&C forwarded to the auditor with the accounts.
- ✓ Check the auditor has a copy of the *Accounting Manual for P&C Associations*.
- ✓ Audited financial statements presented to the P&C for endorsement at the AGM.
- ✓ Ensure that the P&C financial statements are audited under the correct Act: *Education (General Provisions) Act 2006*
- ✓ Copy of the audited financial statements provided to the secretary to be forwarded to the DETE Regional Office with transmission report completed and certification signed.

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