



Winston Hills Public School P&C Position Descriptions

Executive Positions

President

Secretary

Vice President (2)

Treasurer

President

The President is nominated and elected by financial members of the P&C Associations Annual General Meeting. The President's responsibilities include:

Weekly:

- Enter any information required in the school newsletter, app or Facebook page.

For P&C Meetings:

- Advertise the meeting.
- In conjunction with the Secretary and Vice Presidents, produce an agenda, and get ready for the P&C meeting. Ensure any guest speakers have information.
- Chairing of P&C Association meetings
- Follow up with any items needed after the P&C meeting.

Annually:

- Feb / March – Prepare for AGM, Week 8 Term 1. With Secretary and Vice Presidents, have all information for the meeting prepared: Membership Applications, President's report written, By Laws and Constitution for review (at least every 2 years). Check with Office bearers who wishes to continue and who wishes to leave.
- July / August – Prepare and pay all P&C insurances.

Ad-hoc:

- Respond to queries from Parents / school as required.
- Ensure that the P&C Association takes part in decision-making processes in the school
- Assist in forming any panels with other P&C members.
- Check if any students have reached Area Representation.
- Assist all sub committees as required.
- Acting as the P&C Association spokesperson
- Ensure the P&C Association's objectives are met



- Set up line of communication with the Principal and establish a positive and constructive relationship with the school
- Adherence to the constitution, by-laws, rules and policies and procedures
- Being a signatory and authoriser on the P&C Association bank Accounts

Secretary

The Secretary is nominated and elected by financial members of the P&C Associations Annual General Meeting. The secretary is responsible for carrying out the administrative tasks related to the decisions of meetings as resolved.

The Secretary’s responsibilities include:

- Prepare in consultation with the President, all meeting agendas
- Attend P&C meetings and take notes of the discussions in order to produce a set of minutes for subsequent distribution to members and for receipt, possible amendment and adoption of the following meeting
- Receiving and tabling all correspondence as well as writing and dispatching outgoing correspondence as resolved/appropriate.
- Issue notice of all meetings
- Maintains official records for the P&C such as the constitution, by-laws, rules of subcommittees, incorporation certificate, ABN details, list of financial (voting) members, minutes, attendance log.

Vice President (2 positions)

The Vice President (2) is nominated and elected by financial members of the P&C Associations Annual General Meeting. The specific functions and events made the responsibility of each Vice President can vary per calendar year.

The Vice President responsibilities include:

- Chair a General Meeting in the President’s absence and chair Sub-Committee meetings if required
- In association with the President ensure consultation, strategic direction and attainment of the P&C Association objectives.
- Demonstration leadership and coordinate P&C run school events if required from the fundraising team
- In association with the President represent the P&C Association by attending school events
- Supporting volunteers and fostering fair participation of all members and ensuring that all new members are made to feel welcome
- Being a signatory and authoriser on the P&C Association bank Accounts



Treasurer

The Treasurer is nominated and elected by financial members of the P&C Associations Annual General Meeting. Whilst all P&C members must be mindful of complying with financial accountability requirements, this is the Treasurer’s primary responsibility.

The Treasurer responsibilities include:

- Receiving and depositing monies, paying authorised bills from P&C funds, maintaining records and presents accounts.
- Ensures that all funds held and handled by P&C are properly and openly accounted for as the treasurer is responsible for all funds held in the name of the P&C Association.
- Being a signatory and authoriser on the P&C Association bank accounts
- Maintaining signatories and bookkeeping of P&C accounts
- Ensure planning, budgeting and cash flow are maintained to meet objectives.
- Organise and maintain appropriate insurance for the P&C
- Table reports to the P&C Association meetings on receipts, payments handled and current balances so members can understand the state of the P&C finances
- Preparing a Financial Statement of Income and Expenditure and a Balance Sheet for the audit of the P&C books and to the AGM.
- Ensure a copy of the audited accounts, signed by the president and treasurer are forwarded to Federation of P&C Association of NSW annually.
- In association with the President represent the P&C Association by attending school events

Non- Executive Positions

Any nominations received by the Secretary and expressions of interest sought at the AGM will be tabled for the following positions. Non-Executive Positions can be filled by any financial member of the P&C.

- Uniform Shop Sub-Committee
- Fundraising Sub-Committee

Uniform Shop - Sub-Committee Lead by the Uniform Shop Coordinator

The Uniform Shop Coordinator will play a key role in supporting students at WHPS to wear full and correct school uniform. WHPS Uniform is seen as important and is valued by the school community. As well as being a symbol of unity, pride, identity and belonging, it provides a measure of protection for students during school hours, while travelling to and from school and when engaged in school activities outside the school grounds.



Uniform Shop responsibilities include

- Provide leadership in customer service to parents and carers in purchasing school uniforms.
- Provide advice to parents and carers in line with the uniform policies following consultation with P&C Executive and Principal.
- Coordinate and maintain a team of volunteers to assist in the shop.
- Operate the uniform shop on a Thursday morning between 8.30am and 9am
- Pick and pack uniform orders.
- Liaise and negotiate with suppliers, account managers and place purchase orders in a timely manner to coincide with seasonal change and the beginning of year requirements.
- Complete 6 monthly stock takes and report to P&C Executive.
- Show integrity and honesty with cash handling and reporting processes.
- Regularly liaise with Treasurer regarding ordering of stock, stock take, deposits of takings
- Provide a report on Uniform Shop activities and present at P&C General Meetings.
- Attend and assist with P&C run events.
- Liaise with the School Administrative Officer and Executive Member Communication and Advertising as needed regarding operational matters of the P&C Uniform shop and communication between the uniform shop and school community.

Uniform Shop Treasurer

Weekly Jobs:

- Cashing up the cash at the end of service
- Issuing Purchase Orders for stock in
- Paying Invoices and completing Purchases for stock received.

For P&C Meetings:

- In Conjunction with the Uniform Shop lead complete a Uniform Shop report

Quarterly:

- Do a full bank reconciliation report for the quarter

Annually:

- In conjunction with the Uniform Shop lead complete the Stock Report from Uniform Supplier
- Complete 6 monthly stock takes and report to P&C Executive.
- Yearly accounts for Audit



The Fundraising - Sub-Committee lead by the Fundraising Coordinator

The Fundraising Coordinator will play a key role in supporting WHPS efforts to raise funds to enhance educational experiences for students. The role involves planning, organising and executing fundraising events, working closely with school leadership, P&C and the local community.

Fundraising Key Responsibilities:

- Develop and implement fundraising strategies to meet the school’s fundraising goals.
- Organise and manage fundraising events such as mother’s day and father’s day stall, disco, colour run and raffles
- Cultivate relationships with local businesses, community members, and potential donors to secure sponsorships and donations.
- Collaborate with school leadership and P&C to identify funding needs.
- Communicate fundraising goals and progress with school leadership, parents and the broader school community.
- Oversee the tracking and reporting of funds raised and ensure proper acknowledgment of donors.
- Assist with the creation of promotional materials and communications to support fundraising efforts.

The Band Sub-Committee lead by the Band Coordinator

Band Secretary

The secretary or minute taker for the band sub-committee helps to ensure the smooth running of the subcommittee by carrying out various administrative tasks related to sub-committee meetings and communication with the wider band community and school.

The secretary’s responsibilities include:

- Monitor the email account and respond to general emails in conjunction with the Band Sub-committee Coordinator and Treasurer
- Prepare the agenda for Band Subcommittee meetings, in consultation with the Coordinator and distribute to all Sub-committee members
- Attend Band Sub-Committee Meetings; record proceedings of the meeting in order to produce and circulate the meeting minutes to all committee members
- Prepare reports, in consultation with the Coordinator, for the school newsletter as required
- Maintain and review, in conjunction with the Coordinator, the Band Sub-Committee By-laws as required by the P&C.



Please note; Each role in this fact sheet suggests attendance and active engagement with P&C run events. An “all hands on deck” approach from all financial members is important in ensuring the success of Winston Hills Public School Parents and Citizens Association which will result in upgraded student facilities, equipment and resources to create an inspiring environment for all students to develop and learn. All nominees are to be financial members of Winston Hills Public School P&C Association. Financial members are those who have paid their annual subscription (\$1) prior to the close of the last P&C General Meeting before any given AGM. Refer Prescribed Constitution of Incorporated Association.