

BPS P+C Association Office Bearers Roles + Responsibilities 2018

Executive Office Bearers – should include the following:

P+C President

- Is the main contact between the P+C Committee and the School Principal.
- Is the main contact between the P+C Committee and the State P+C Federation.
- Organises and runs the monthly P+C meetings, including creating the agenda.
- Is actively engaged in the school community.
- Is available to assist the school in a representational capacity occasionally throughout the school year.
- Ensures all P+C Office Bearers are active within the school.
- Has direct contact with all class representatives to disseminate P+C related information.
- Has direct contact with all P+C Committee representatives to disseminate P+C related information.
- Creates a newsletter to update the school community on P+C related matters, on an as needed basis – and at least once a year.
- Ensures P+C information is placed on the P+C web page on the BPS school website.
- Is owner of the P+C annual Goals document which prioritises P+C spending throughout the year.
- Writes the President's Report at the end of each calendar year [also presented at the AGM]

P+C Vice President

- Assists the P+C President as required.
- Chairs the P+C monthly meeting if the P+C President is unavailable.
- Supports the P+C President in moving P+C projects forward [e.g. community building, revenue raising and revenue spending in line with P+C priorities].
- Helps to keep parents and teachers informed of P+C issues and other related activities.
- Helps ensure P+C information is placed on the P+C web page on the BPS school website.

Treasurer

- Is in charge of the BPS P+C funds.
- Keeps an up-to-date financial record of the P+C funds throughout the school year.
- Presents a status update of the P+C finances to each monthly P+C meeting.
- Prepares budgets for P+C approved projects which are allocated through the monthly P+C meetings.
- Collects all monies raised [Canteen, Movie nights, themed events, Balmain Fun Run, etc.] from the school and deposits them in the appropriate P+C bank account.
- Organises the addition/removal of cheque signatories with the bank.
- Is the final go/no-go gate on financial decisions to ensure the P+C remains solvent.
- Writes the Treasurer's Report at the end of each calendar year [also presented at the AGM]

Secretary

- Records the minutes of the monthly meetings and any extra-ordinary meetings.
- Liaises with the P+C President regarding any amendments to minutes.
- Meeting minutes presented to the P+C President within one week of the P+C meeting.
- Collects and disseminates any P+C related mail and correspondence that arrives at the school office [such as the P+C Association letters, bank statements, invoices which may need to be actioned, etc.] to the relevant P+C Committee member.

Non-Executive Office Bearers – can include the following:

• Communications / Events Co-ordinator

- Is owner of the yearly events calendar.
- Updates the school community via the school newsletter on upcoming events.
- Liaises directly with the Principal to ensure P+C events do not clash with school activities.
- Organises steering committees for each fundraising or school community event.
- Liaises between the school and outside providers [such as the OOSH, music and dancing classes] to ensure all are aware of upcoming school functions.
- Actively involved in investigating new/potential fundraising revenue streams.

• Canteen Co-ordinator

- Co-ordinates all volunteers working in the school canteen.
- Is the main contact between the OOSH staff who utilise the canteen and the school.
- Orders food, drink and utensils as required ensuring stock levels appropriate.
- Is in charge of inventory, making sure no utensils, crockery, etc. are missing.
- Ensure the kitchen environment is clean and tidy and complies with relevant health guidelines.
- Assists with the organisation of food for P+C fundraising events as requested by the fundraising committee.
- Updates and coordinates the Fleixschools website.
- Emails the Administration Office with the week's 'special' on the Monday prior to canteen.
- Advertises this week's 'special' on the canteen banners.

• Canteen Liaison/Roster

- Is the owner of the canteen roster.
- Organises volunteer parents/carers on each canteen day [typically the canteen runs every Friday per term, excepting the first and last Friday of each term].

• Band/Choir Liaison

- Is the main contact between the Principal, the school community, the band and the Band Director.
- Controls a list of all band member parent email addresses and disseminates band related information as required.

- Helps set up the hall for band practice once a week.
 - Assists the Band Director at competitions.
 - Prepares and issues band event flyers to the school community to advertise upcoming events in the school newsletter.
 - May help BPS' staff organise food/fundraising activities at school-based events.
 - Prepares and prints concert programs for school events.
 - Assists in organising the annual school band camp.
 - Orders new band T-shirts, etc. as required for new band members.
 - Liaises between the school and outside providers [such as the OOSH, music and dancing classes] to ensure all are aware of upcoming school functions.
 - Is the MC [or organises an MC] for any school held performance, as requested by the band conductor.
- **Playground Upgrade Coordinator / Committee**
 - To be expanded with the assistance of the Committee.
 - Investigates opportunities for maximising the educational, recreational and social use of the school playgrounds and associated outside spaces, including:
 - Community garden
 - Storage shed
 - Frog pond
 - Sand pit
 - Purchases replacement seedlings for the community garden [with P+C Committee approval] throughout the year.
 - Is guardian of the worm farms, ensuring they are kept in a satisfactory condition.
 - **Balmain Fun Run Committee**
 - To be expanded with the assistance of the Committee.
 - Roles include:
 - BFR Co-ordinator
 - BFR Treasurer/Secretary
 - BFR Sponsorship [corporate]
 - BFR Sponsorship [local business]
 - BFR Media Co-ordinator

Community Liaison

- **BPS/ESC Liaison**

- Is the main contact between the Eaton Street OOSH, the P+C and the school community.
- Is a member of the ESC Management Committee and point of contact between ESC and BPS staff, parents of children at ESC, and the wider school community. Attends BPS P+C meetings on behalf of ESC Management Committee.
- Provides BPS P+C with regular updates on ESC enrolments, attendance, news and events.

- **Ethics Co-ordinator**

- Works as a volunteer for Primary Ethics.
- Is responsible for recruiting voluntary Ethics Teachers to teach at BPS.
- Organises ethics classes at BPS.
- Is the main contact between the Ethics Teachers and staff at BPS, and for parents and families seeking information about ethics classes and Primary Ethics.