

WHAT DOES THE P&C DO?

The Role of P&C Associations

Parents and Citizens' Associations are established under the School Education Act 1999 for the purpose of supporting a strong government school system, for the benefit of the students.

The P&C Association at your school helps you and your children by:

- giving parents an opportunity to learn about the school's policies and programs;
- organising ways in which parents can share in shaping and developing school policies so that they reflect the broad agreement and support of the school community
- bringing parents together to share information and views
- assisting the school to build positive attitudes to students and their families
- stimulating community interest and participation in education
- raising funds and providing additional resources and amenities for the benefit of children attending government schools.

Key P&C Positions

Role of the President

- vital link between parents and the school administration.
- observes constitutional formalities.
- chairperson for the P&C meetings.
- ensures all office bearers fulfil their duties.
- the public face of the P&C handling media enquiries and all external enquiries.
- signatory to the bank accounts.
- Ex-officio member of all sub-committees.

Role of the Vice President

- understudy to the P&C President.
- chair meetings when the President is unavailable.
- can represent President on sub-committees.
- signatory to the bank accounts
- monitor and share WACSSO Facebook posts and information
- foster relationships with like-minded P&Cs and community groups
- main P&C contact for their local WACSSO State Councillor

Role of the Treasurer

- maintains the P&C's financial records.
- prepare and present a written report for every General Meeting
- Preparing the books for audit.
- Management of all the P&C's accounts including overseeing ALL sub committees.
- Completion of tax and superannuation related documents as necessary.

Role of the Secretary

- post notice of meetings
- assist Chairperson in drawing up agenda
- record minutes
- deal with correspondence
- maintain a register of members
- be a signatory to the bank accounts
- observe constitutional formalities