

P&C Association 2017

Description of Roles:

Treasurer

- responsible for all funds received and expended by the association
- prepares regular reports to P&C meetings
- holds ultimate responsibility for all funds, including all subcommittee accounts.
- banking all money regularly

Secretary

- responsible for circulating and preparing P&C Meeting Agendas
- record and circulate minutes from P&C meetings
- maintain contact lists for P&C position hold
- maintains an action lists from meetings
- ensuring close communication and cooperation between the parent association, office staff, school staff and parents
- monitoring the P&C email account and referring enquiries as required.

Canteen Co-Ordinator

- creating a menu which embraces healthy food guidelines (the traffic light system)
- ensuring the menu pricing structure is sound
- coordinating volunteers for days when the canteen is open
- maintaining an information pack for volunteers to ensure that there are clear instructions around safe food handling, workplace health and safety, cleaning and other general procedures
- rotating the menu for summer and winter
- being a central point of contact for the Canteen
- escalating any concerns/ issues with the School Principal and P&C President

Canteen Treasurer

- paying wages
- paying supplier invoices
- keep a spreadsheet record of wages, PAYG & Super