

P & C Office Bearer Nomination Form

I, _____ (insert name)
a financial member of Madeley Primary School P & C Association incorporated
nominate for the position of _____ (eg President)
for the year of 20____.

Reasons/qualifications for nominating (optional):

Signed _____ Contact Ph No. _____

Madeley Primary School P & C Association Incorporated Executive Committee Job Descriptions

President: In addition to chairing all General & Executive Committee meetings, the President, as elected head of the P & C Association, undertakes a number of leadership tasks including acting as a public representative for the Association, exercising some supervision of the functions of the other Office Bearers to ensure that they fulfill their responsibility to the P & C, ensuring adequate and efficient communication exists between members and between the P & C and the school, encouraging others to participate in the activities and objectives of the P & C.

Vice President: The principal duty of the Vic-President is to chair the meeting when the President is absent. However every Vice President is in reality an understudy to the President and should consider their role as an internship preparing for when they may become President of the Association. In addition, the Vice President can offer to act as the executive representative for any sub committee established by the Executive Committee and undertake other tasks to reduce the workload of the President.

Secretary: One of the most important positions within the P & C is that of the Secretary. To be truly effective, the Secretary will need to be methodical and organized. The Secretary's responsibilities are varied and include receiving or collecting the P & C's mail, conducting the Association's correspondence, maintaining a register of financial and ex officio members, having custody of all P & C documents (excluding financial records), preparing meeting agenda, recording the minutes of the meetings.

Treasurer: The Treasurer is responsible for all monies received and expended on behalf of the Association, including standing committees. There are three types of jobs involved in organizing the P & C's finances being administrative (writing cheques, banking money, etc), financial management (establishing a budget, monitoring the budget, controlling outstanding debts) and accounting (producing financial reports and assisting the Honorary Auditor in carrying out an audit of P & C accounts).

Executive Committee Members (Min 3)