

## P&C ROLE DESCRIPTIONS

For more information about any role, please contact [nedlandspca@gmail.com](mailto:nedlandspca@gmail.com).

<b>Office Bearers</b>	<b>Main tasks (including but not limited to):</b>
<i>President</i>	<ul style="list-style-type: none"> <li>• chairs the P&amp;C meetings</li> <li>• supports the other P&amp;C roles and committees</li> <li>• has thorough knowledge of the rules and regulations governing P&amp;C Associations</li> <li>• represents the P&amp;C at school and community events</li> </ul>
<i>Vice President</i>	<ul style="list-style-type: none"> <li>• supports the President and other P&amp;C members</li> <li>• may be required to step into the President's role from time to time</li> <li>• may be required to undertake secretarial duties from time to time</li> <li>• has thorough knowledge of the rules and regulations governing P&amp;C Associations</li> </ul>
<i>Secretary</i>	<ul style="list-style-type: none"> <li>• takes minutes at P&amp;C meetings</li> <li>• distributes the meeting agenda, and previous meeting minutes prior to each meeting</li> <li>• maintains P&amp;C membership list</li> </ul>
<i>Treasurer</i>	<ul style="list-style-type: none"> <li>• establishes and manages the P&amp;C budget and monthly accounts</li> <li>• pays and keeps record of all invoices</li> <li>• produces financial reports and liaises with auditor</li> <li>• works closely with the fundraising and uniform shop sub-committees</li> </ul>

<b>Sub-committee Members</b>	<b>Main tasks (including but not limited to):</b>
<i>Fundraising and Events</i>	<ul style="list-style-type: none"> <li>• establishes a calendar of events each year</li> <li>• supports the class reps as they plan and coordinate events</li> <li>• liaises with the communication coordinator to promote activities</li> <li>• obtains relevant permits from City of Nedlands</li> </ul>
<i>Uniform Shop Accounts Manager</i>	<ul style="list-style-type: none"> <li>• maintains and manages stock levels</li> <li>• maintains sales records and liaises with the Treasurer</li> <li>• main point of contact with suppliers and NPS Board</li> <li>• liaises with other uniform shop roles (see page 2)</li> </ul>
<i>Communications</i>	<ul style="list-style-type: none"> <li>• Sends email updates to families about P&amp;C activities</li> <li>• Creates Posters to promote events</li> <li>• Manages the P&amp;C Facebook page and website</li> </ul>
<i>Building and Grounds</i>	<ul style="list-style-type: none"> <li>• is a member of the Building and Grounds Sub-Committee</li> <li>• works closely with the Principal and Sub-Committee to identify future projects and areas of need</li> <li>• assists with planning of works, including funding arrangements</li> </ul>

*\* The above roles form part of the P&C Executive Committee and are expected to report to and attend most meetings*

**Additional Uniform Shop Role Descriptions are set out on page 2 below.**

<b>Additional Uniform Shop Roles</b>	<b>Main tasks (including but not limited to):</b>
<i>On site Manager</i>	<ul style="list-style-type: none"> <li>• Organises volunteer roster to fill online orders each fortnight</li> <li>• Maintains stock levels</li> <li>• Maintains uniform sizing cupboard</li> <li>• Parent contact re ordering and uniform queries</li> <li>• Organises annual stocktake, at the end of Term 4</li> </ul>
<i>Secondhand Manager</i>	<ul style="list-style-type: none"> <li>• Maintains and manages second hand stock</li> <li>• Operate second hand sales event once per term</li> <li>• Organises volunteers as required to assist with above</li> </ul>

*\* These roles do not form part of the P&C Executive Committee and are not expected to attend meetings (but are very welcome!). The Accounts Manager may request information and input from time to time, in order to report to the P&C.*