

Glenwood High School P&C Executive Position Descriptions

General:

The P&C Executive are elected to act on the behalf of the larger P&C Committee. Their responsibility is to ensure that parental input is represented within the school community. They also oversee the P&C's financial contribution to the school. All Executive members will be co-signatories on the P&C bank account (minimum of two signatures are required for a valid cheque.) In addition, each Executive member will have an individual area of responsibility as outlined below. All contributions of time are on a voluntary basis, however it is expected that P&C Executive members be present at all P&C meetings, P&C functions and other school functions as necessary, unless unforeseen circumstances prevent this.

Individual Areas of Responsibility:

President: The President of the P&C will oversee the operations of the P&C Committee, and will be the liaison between the school and the Committee in relation to all matters. The President is also responsible for chairing of all meetings and will contribute to other school functions as the face of the P&C Committee. This may involve making speeches and other similar responsibilities as they arise. Both Vice Presidents will assist the President in his or her duties, and be willing to step in to the President's duties in the event that he/she is unable to fulfil them.

Vice President x2: In addition to assisting the President, the Vice Presidents will be responsible for the co-ordination of all P&C Fundraising events. This will/may involve the creation of a Fundraising Committee who will be responsible for proposing and implementing the Fundraising event. These positions will co-ordinate these processes, as well as report back on the progress at each P&C meeting.

Treasurer: The Treasurer is responsible for maintaining accurate financial records of all P&C transactions (including the annual audit), as well as reporting on this information at P&C meetings. The Treasurer will also be involved in paying P&C expenses or accounts where required, and in collecting, counting and banking proceeds from any Fundraising events. The Treasurer is the main signatory on the P&C cheque account, and will sign all cheques in conjunction with another Executive member, except in emergency circumstances at which time at least two other Executive members must sign instead.

Secretary: The Secretary is responsible for accurately recording attendance and minutes of all P&C meetings. The Secretary will then distribute this information through required channels, including submitting the previous meetings minutes at each subsequent meeting for the approval of the Committee. The Secretary is also responsible for the collection of all P&C mail from the office, opening of the mail and distributing it to the correct area, and preparation of any necessary paperwork and outgoing correspondence. In addition, The Secretary will be responsible for all P&C mass communication. This may includes writing articles for the school website & Facebook page and liaising with the office staff for them to be included when required, with approval from the P&C Executive and the school. The Secretary will also be responsible for advising the school office of date and location of the monthly P&C meeting. They are to ensure the date is updated on the Glenwood High School website, School App & Facebook page and placed on the School notice board, where possible.