



## Cairns School of Distance Education Parents & Citizens Association

### Roles of the P&C

#### P&C President

The President acts as a representative of the Association, encourages communication between the Association, School administration and the community and encourages participation in the Association.

The President will be the chair of the meetings and conduct them in an efficient and timely fashion, being familiar with the rules, constitution and other documents governing Association operations.

#### P&C Treasurer

The Treasurer has the overall responsibility for the financial management of the Association, including all subcommittee accounts. In their role they must comply with the Accounting Manual for P&C Associations in all respects and liaise closely with the school Business Manager. They prepare an annual budget and Annual Operational Plan for the Association in consultation with the Association's Executive Committee. It is the Treasurer's responsibility to keep accurate accounts of receipts and expenditure and report on the current financial position at each P&C meeting and this should be recorded in the minutes.

One of the key aspects of the role of Treasurer is managing the finances well. It is not only an important part of keeping the functions and P&C operations running, GOOD financial management is critical to ensure transparent use of funds, and monitoring how funds are used to benefit all students in the school. There are, sadly, a small minority of people who misuse the P&C funds. To avoid this occurring at your school, you will need to make sure the P&C systems are well documented, and the guidelines in the Department of Education's Accounting Manual for P&Cs are followed appropriately.

#### P&C Secretary

The Secretary collates the agenda papers for each meeting, (including subcommittee reports) and assists the President in preparing an agenda for each meeting.

They prepare and present minutes of the Association's meetings, record and deal with correspondence in/out as directed and generally organise, record and maintain information pertaining to the activities of the Association.



## **P&C District Representative**

District Representatives represent opinions of all individuals within their cluster – Cairns, Tablelands, Peninsula and South East Queensland.

Their role includes:

- Positively supporting the school and school staff within the school community
- Positively supporting the P&C Association and its Executive Team within the school community
- Liaising with the P&C Executive on matters relating to the operations of the school
- Liaising with the P&C Executive on matters relating to the P&C Association
- Providing advice to the Principal on matters that are of significant concern within their district
- Providing advice to the Community Engagement HOD's and Parent Liaison Officer on matters relating to Community Engagement Events
- Being available to listen to parents in their district and providing them with the information they are seeking or refer them to the appropriate Cairns SDE staff member for assistance
- Participate in the Biannual Forum to gather and share information with families in their cluster
- Share feedback from families in their cluster relating to Home Tutor activities at Community Engagement events with the Parent Liaison Officer.