

P & C Committee Office Bearer Positions

President

- Chair the P & C meetings which are held once a term
- Sign all minutes of meetings
- Sign funding cheques
- Work with the Executive team on enacting the mission of the P & C
- Attend school functions as invited as a representative of the P & C this includes events like Anzac day and presenting an award for the Graduation night for example
- Receive minutes of each previous meeting
- Raise any general business items
- Review submission for funding from the learning areas at ASC presented during the meeting
- Vote on acceptance or rejection of all funding submissions made to the P & C by the different learning areas

Vice President

- In the absence of the President the Vice President will perform the duties outlined in the description of the role of the President
- Receive minutes of each previous meeting
- Raise any general business items
- Review submission for funding from the learning areas at ASC presented during the meeting
- Vote on acceptance or rejection of all funding submissions made to the P & C by the different learning areas

Secretary

- Request agenda items for the P & C meeting held each term and the yearly AGM
- Send out the agenda and previous minutes for the P & C meeting to the current Committee Members and Executive team
- Create an attendance record and ensure each General Committee Member and executive team records their attendance
- Maintain a record of contact details, email and phone for each member of P & C
- Record minutes of each AGM and P & C meeting that is held once every term and send out to each Committee member for their review prior to the subsequent meeting.
- Record all incoming and outgoing correspondence
- Keep a complete record of all minutes, attendance records in hard copy
- Vote on acceptance or rejection of all funding submissions made to the P & C by the different learning areas
- Counter Sign funding cheques

Treasurer

- Vote on acceptance or rejection of all funding submissions made to the P & C by the different learning areas
- Collate all incoming and outgoing invoices relating to the P & C in a full budget statement that is externally audited
- Provide a full expense report for each term to the P & C that covers all incoming and outgoing expenses with a final total of funds available to be disbursed
- Collate funding submissions
- Provide guidance on the considered opinion of the executive team to the P & C for detailed discussion
- Collect money and provide receipt at AGM meeting for each P & C member

General Committee Member

- Receive minutes of each previous meeting
- Raise any general business items
- Review submission for funding from the learning areas at ASC presented during the meeting
- Vote on acceptance or rejection of all funding submissions made to the P & C by the different learning areas