

Brisbane State High School P&C Association 2025 Executive Roles

The P&C Executive operates as an oversight committee focusing on strategic and high-level issues while overseeing the following roles, who perform the majority of the P&C's hands-on work.

- **Operations Manager (OM)** is responsible for the business planning and day to day operations of the business. The Uniform Shop Manager, Canteen Manager and Fursden Rd Groundskeeper report directly to the OM. The OM is responsible for the engagement and enhancement of the P&C Subcommittees as well as developing and implementing strategies to better engage volunteers in our businesses, Subcommittees and events.
- **Community Developer** is responsible for the development and implementation of the P&C engagement plan which includes communication, fundraising and events.
- **Administration Officer** supports the Operations Manager, Community Developer and Executive in administrative tasks.
- **Bookkeeper** is responsible for processing and maintaining financial records and assists the Operations Manager and P&C Subcommittees with matters of a financial nature.

The Executive roles:

P&C President

The President wears many hats. As well as being a great communicator, visionary, and planner/strategist, the President is the team cheerleader and talent-spotter, encouraging seasoned volunteers and recruiting new ones! The President is not only the leader of the Association but is also accountable for the Association's operations under the legislative framework of rules and regulations governing P&Cs and will work closely with the school's General Manager, fostering great communication with administrative staff and the parent body. The P&C Community Developer, who works within a similar framework, reports to the President. The President chairs meetings, being familiar with the rules, constitution and other documents governing Association operations, and is an official member of the School Council. They will have a good understanding of the concerns and expectations of the parent body. Don't worry if this sounds daunting – you are not expected to know it all at once and you have the support of your team.

P&C Treasurer

Good with numbers? Experience of spreadsheets/ accounting/ bookkeeping/ financial matters? The Treasurer is an integral part of the Executive team, having overall responsibility for the financial management of the P&C, including all sub-committee accounts. In consultation with the Executive Committee, School, and P&C members, they will prepare and monitor the P&C annual budget and should be involved in the preparation of the School budget. The Treasurer will comply with the P&C Accounting Manual and is responsible for ensuring that accurate receipt and expenditure accounts are kept by the Association. The Treasurer works closely with the P&C's Operations Manager and the P&C's Bookkeeper.

P&C Secretary

Are words more your thing? Are you organised and methodical? The P&C Secretary works with the President to prepare agendas for the Association's meetings, collate the necessary meeting papers, maintain an organised record of decisions, and issue the meeting minutes. The Secretary is supported by the P&C's Administration Officer who records and deals with correspondence, liaises with the P&C Subcommittees and provides information related to P&C activities.

P&C Vice Presidents – aligned with strategy pillars

The VPs are usually assigned a particular area of responsibility by the President but may be required to provide cover for any of the Executive team, as the need arises, including chairing meetings if the President is absent. They should also be familiar with the rules, constitution and other documents governing Association operations. The number of Vice Presidents and their roles may change as needs arise depending on priorities and the level of support required.

▪ **Vice President People and Community**

Are you a passionate people person, with energy and enthusiasm? The VP People and Community will have their 'finger on the pulse', creating opportunities for parents and the broader community to get involved in building the BSHS community. Working with our P&C Community Developer and special focus volunteer committees, you will have the opportunity to create, champion and oversee strategies that engage our community. These may include events, information sessions or special interest advocacy projects. Have fun with this role and make our community strong.

▪ **Vice President Growth**

Do you have an entrepreneurial background or a passion to fundraise? The VP Growth looks for opportunities to generate income or create mutually beneficial relationships through, but not limited to, fundraising, grants, sponsorships or new business opportunities. You will work closely with the P&C Community Developer to generate, focus, and implement ideas. Your understanding and experience of BSHS will expand as you develop relationships with Subcommittees, Past Students Association, the Foundation, the school's management team and local businesses.

▪ **Vice President Operations**

Do you have a head for business and enjoy working with people? The VP Operations provides oversight support to the P&C's Operations Manager. This role works closely with the Operations Manager to develop and monitor the annual business plan, review staff and operational policies and procedures and troubleshoot unforeseen issues. A reasonable level of understanding of the business management systems will support your ability to assess the businesses and inform the Executive.

▪ **Vice President General**

This role provides general support to the P&C, as required, and works with the other Executive team members.

P&C Assistant Treasurer

Assists the Treasurer with their responsibilities.

P&C Assistant Secretary

Assists the Secretary with a variety of responsibilities, including documentation support at General Meetings, emailing the P&C members information such as meeting reminders and minutes, and support for preparing school newsletter items.

P&C Assistant Vice President (Operations)

Assists the Vice President (Operations) with their responsibilities. See the Vice President (Operations) role description for further detail.