

## **Brisbane State High School P&C Association 2019 Executive Roles**

### **P&C President**

Provides leadership and is the accountable officer of the Association. Their role is to act as a representative of the Association, encourage communication between the Association, School administration and the community and encourage participation in the Association. The President will be the Chair of meetings and conduct them in an efficient and timely fashion, being familiar with the rules, constitution and other documents governing Association operations. The President is an official member of the School Council. This role works closely with the Executive Manager.

### **P&C Treasurer**

Has the overall responsibility for the financial management of the P&C, including all sub-committee accounts. In their role, they must comply with the Accounting Manual for P&C Associations in all respects. They prepare an annual budget and Annual Operational Plan for the P&C in consultation with the Association's Executive Committee, and should be involved in the preparation of the school budget. It is the Treasurer's responsibility to keep accurate accounts of receipts and expenditure. This role works closely with the Executive Manager and Bookkeeper.

### **P&C Secretary**

Collates the agenda papers for each meeting (including sub-committee 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. The P&C Executive Manager assists with some of these duties.

### **P&C Vice Presidents – aligned with strategy pillars**

Provide essential support for the President and possibly other members of the Executive Committee. They will Chair those meetings from which the President is absent and carry out any duties that have been delegated by the President. 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 Community**

The main focus of this role is on the effective running of the sub-committees. The role will foster connections and create avenues for the sub-committees and school to share information and lessons learned, work collaboratively and agree on/implement effective approaches/processes to minimise effort by individual sub-committees, provide consistencies and discover through the process other improvement possibilities.

### **Vice President Growth**

Generates income and sponsorship opportunities for the P&C Association, various sub-committees and the P&C's business operations. Tasks include liaising with the Past Students Association, developing relationships with parents of current students that can be mutually beneficial to the P&C Association and the individual businesses involved, attending sub-committee meetings to pass on any information relating to P&C fundraising opportunities and to take submissions back to the P&C Executive Committee from various sub-committees. This role works closely with State High Business Development staff.

### **Vice President (Operations)**

Oversees the operations of the P&C Association businesses, and works closely with the Executive Manager and Canteen manager who have operational responsibilities in their roles. Some activities involved in this position include coordinating the hiring of new staff, ensuring position descriptions, performance programs and training are in place, assisting in the review of pay structures, operational planning and resolving staff concerns as well as concerns from the P&C generally through the Executive Committee.

### **Vice President (People)**

This role will focus on strategies for improved engagement with parents and citizens to generate greater interest and involvement in P&C activities and embracing the State High Spirit. These strategies will build and strengthen connections, introduce processes to support these connections and grow our volunteers. Through work in this space, other opportunities for improved parent and citizen engagement are likely to emerge.

### **P&C Assistant Treasurer**

Assists the Treasurer with their responsibilities.

### **P&C Assistant Secretary**

Assists the Secretary with their responsibilities. Currently, these include coordinating the newsletter articles and taking minutes at the General Meeting.

### **P&C Assistant Vice President (Operations)**

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

## **Non-Executive Roles**

### **P&C Membership Secretary (note: this position is part of Community)**

Administers all P&C membership information, including maintaining the State High P&C Membership Register, maintaining an up-to-date list of all P&C members' email addresses, emailing the P&C information such as meeting reminders and minutes, and administration of membership forms. They are not required to attend monthly meetings of the Executive Committee.

### **QCPCA Rep (P&Cs Qld)**

Reports on information from P&Cs Qld that is relevant to the State High P&C Association at General meetings, when required.