

# ROLES & RESPONSIBILITIES

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<b>PAGES</b>	4

## INTRODUCTION

Parents and Citizens' (P&C) Associations were established under the School Education Act 1999 for the purpose of supporting a strong government and independent public school system, for the benefit of students.

The P&C of a school positively impacts students by:

- Providing parents an opportunity to learn about the school's policies and educational and extra-curricular programs,
- Organising occasions in which parents can share in shaping and developing school policies so that they reflect the broad agreement and support of the school community,
- Convening parents together to communicate information and views,
- Assisting the school to build positive attitudes for students and their families,
- Stimulating community interest and participation in education and;
- Raising funds to provide additional resources, facilities and amenities for the benefit of students attending the school.

P&C Associations collaborate with schools in a complimentary way.

## THE ROLE OF THE BPPS P&C ASSOCIATION

The Bletchley Park Primary School Parents and Citizens Association (BPPS P&C) is a group of passionate and committed parents and community members who work together to improve our school and the school experience for our students.

The objectives of our Association are:

1. To encourage collaboration between parents, teachers, students and members of the school community.
2. To assist in the provision of additional resources, facilities and amenities for the school and for the benefit of students.
3. To foster community interest in educational matters pertaining to our school.

Our P&C is also a forum for discussion and the exchange of information between parents, the school and the school community.

## BPPS P&C MEMBERS' RESPONSIBILITIES

It is now widely recognised that children learn more effectively when there is a close relationship between the home and the school; when parents and educators work together and share in making important decisions.

Today, schools, including ours, are ever-evolving and, our school community expects our school to take on new roles and responsibilities. In order to succeed, our school needs the support of committed parents. When parents join our P&C they are playing an integral part in helping to bring the community and our school closer together and supporting our school to make democratic decisions involving parents, teachers and students, promoting the equality of educational opportunities for all and safeguarding the interests of the community as a whole.

Our BPPS P&C comprises a minimum of eight (8) voluntary financial members of our school community. Every member of our P&C represents members of the school community as a whole and makes decisions to benefit all students at our school. Consideration of others' ideals, beliefs, policies and goals are valued when voting on matters affecting the school. Elected members, such as office bearers, executive and committee members may also have additional responsibilities to carry out specific tasks.

As a BPPS P&C member and representative we learn to accept the will of the majority as is the democratic way. Once a decision has been decided upon by our P&C, it belongs to every member and; every member has a role to try and support and promote the decision.

Every member of our P&C is crucial – no one member is more important. The presence of members at all types of meetings ensures we have garnered a quorum in order to hold a meeting, vote on decisions and transact business. Our P&C as a team has the sole purpose of, above all else, serving and promoting the best interests of our students.

## BPPS P&C OFFICE BEARER ROLES & DUTIES

### PRESIDENT

Our P&C President is the elected head of our Association and undertakes a number of leadership responsibilities. These include but are not limited to:

- Chairing all our annual, general and executive committee meetings,
- Acting as the public representative for our Association including as our spokesperson with all levels of government, external bodies, business partners, local supporters and donors and the media,
- Exercising some supervision of the functions of our other Office Bearers to ensure they fulfill their responsibilities to our P&C,
- Ensuring adequate and efficient communication exists between our Association, the School (via the School Principal) and the School Board (via the School Board Chairperson) and;
- Encouraging participation in objectives, activities and initiatives of our Association from P&C members and non-members.

Our P&C President is also an *ex-officio member* of all sub-committees and initiatives of our P&C.

### VICE-PRESIDENT

The principle duty of our Vice-President is to perform the duties of the President when the President is absent or unable. Our Vice-President may at times also preside as the Executive representative on all or some of our sub-committees and initiatives in lieu of our President. Our Vice-President is our P&C liaison with WACSSO, taking on the responsibility of reporting WACSSO related information at general meetings.

### SECRETARY

Our P&C Secretary is responsible for a host of varied administrative duties. These include but are not limited to:

- Retaining custody of all official P&C documentation including our Constitution, Certificate of Incorporation, Common Seal, accurate records of Meeting Minutes, Members' Register, Office Bearer, Sub-Committee and Coordinator Reports and Correspondence but not financial records.
- Maintaining a register of financial and ex officio members of our Association as legally required for incorporated associations.
- Providing the names of our Office Bearers and Executive Committee members to WACSSO and the School Principal after each election period.

- Receiving and distributing all our P&C's correspondence via email and mail as well as preparing and conducting outgoing correspondence on behalf of our Association.

Critical to this role is the preparation for all types of our meetings including the dissemination of meeting papers (agenda, minutes of the previous meeting, reports etc), minute taking during all meetings and circulating required action item lists to members in a timely manner.

## TREASURER

Our P&C Treasurer is responsible for all monies received and expended on behalf of our Association. Key responsibilities tasked to our Treasurer include:

- Clerical Work – such as writing cheques, banking cash, issuing receipts, paying reimbursements and accounts due and ensuring procedures are established and maintained for the handling of all monies (received and outgoing).
- Financial Management – such as assisting our P&C to establish a budget, monitor the budget and control outstanding debts.
- Accounting – including presenting financial reports for each general meeting and preparing records for annual audits of the P&C's accounts.

## BPPS P&C EXECUTIVE COMMITTEE

### COMPOSITION

The Executive Committee is elected by and from the financial members present at the Annual General Meeting (AGM). For our school, with over a hundred (100+) students, our Executive Committee comprises of:

- President
- Vice-President
- Secretary
- Treasurer
- No Less Than Three (3) Other Financial Members
- School Principal (*Ex Officio Member*)

### ROLE

Our P&C Executive Committee members manage the affairs of our Association when it isn't possible for all members to meet to make decisions. Consequently, our P&C Executive Committee has the authority to make decisions and expend funds on behalf of the Association especially in circumstances where urgent approval or immediate action is paramount.

### RESPONSIBILITIES

Our Executive Committee holds a responsibility to all members of our P&C and others that those members represent. Executive Committee decisions must be made in the best interest of all members and the people they represent.

## BPPS P&C SUB-COMMITTEES & SUB-COMMITTEE CONVENORS

Sub-committees are formed to perform specific tasks on behalf of the association or to research and develop recommendations for consideration of our P&C.

Sub-committees are formed at an AGM and comprise of self nominated financial members of our P&C and a member of the P&C Executive Committee. Our sub-committees are led by an elected convenor who arranges meetings for discussions, action items and decision-making (subject to the approval of the full P&C).

### FUNDRAISING SUB-COMMITTEE

The purpose of our P&C Fundraising Sub-Committee is to raise funds to support our school's requirement for additional resources, facilities and amenities and to sustain the operation of certain initiatives. The Fundraising Sub-Committee is responsible for planning, overseeing and executing all fundraising activities held for the school. Fundraising activities will

aim to raise as much funds as possible with an underlying goal of encouraging student participation and fostering school spirit.

### WELLBEING SUB-COMMITTEE

The purpose of our P&C Wellbeing Sub-Committee is to arrange events and projects that support the school's health and wellbeing strategic goal. This includes but is not limited to endeavours that cultivate a school culture of mental health wellbeing, social responsibility and sustainability.

### BPPS P&C INITIATIVE COORDINATORS

In addition to the traditional office bearer roles, our P&C also conducts a range of new programs which are led by elected coordinators.

### COMMUNICATIONS LIAISON

Our P&C Communications Liaison takes on the role of generating content and creative for all the school's communication channels to effectively promote activities and initiatives with parents and the school community. In some instances this requires cooperation with a school official. Communication channels include the school website, newsletter, Seesaw, email and the P&C's Facebook Page.

### SCHOOL BANKING OFFICER

BPPS participates in the school banking program; giving students a financial head start by supporting their learning about good money management and the importance of saving. Our P&C School Banking Officer is tasked with handling weekly deposits from the program's participants.

### THE FATHERING PROJECT – DADS GROUP LEADER

BPPS has established a Fathering Project Dads Group, to support the building of positively engaged families in our community to benefit all children. Our Fathering Project Dads Group Leader organises events and activities which create an environment for fathers and father-figures to feel welcome, to gather, share, learn and bond with each other and with their children. Our Dads Group aims to provide mateship, a valuable support system and resources to help fathers up-skill.

### BPPS PRINCIPAL

Our School Principal provides expertise in education and comprehensive knowledge of our school's policies and programs which are invaluable to our P&C. As an *ex officio member* of the Executive Committee, our School Principal holds the same rights as any other P&C member. This includes the ability to propose and vote on motions and counted as part of a quorum required for an Executive Committee meeting. The School Principal presents a Principal's Report at each general meeting.