



# PARENTS AND CITIZENS ASSOCIATION VERESDALE SCRUB STATE SCHOOL

Veresdale Scrub School Rd, Veresdale 4285  
School Ph: 07 55431227 Fax: 07 55432226

President: Melinda Cash  
Secretary: Sandy Millar

Vice-President: Kitty Hall  
Treasurer: Lisa Plotzki

## Notice of AGM

The P&C Annual General Meeting will be held **Monday 16<sup>th</sup> February** at 6.45pm in the library. All parents are welcome to attend. Children are welcome, but not supervised. All positions will be declared vacant on the evening. We look forward to meeting new people who are keen to take up one of the positions below.

The P&C works hard to raise funds for our small school. We have Mother's/Father's Day stalls, Easter Raffles, Disco's, Fun Days, Sports Day catering, Tuckshop and chocolate drives. We are always looking for volunteers to help in any way possible, and always keen to hear new ideas.

Each position's roles and responsibilities are listed below...please note that positions like Grants Officer can be taken on by 2 if you would like to share the role with someone. Uniform Shop would require an assistant coordinator and tuckshop requires volunteers to go onto a monthly roster. Support is provided in all the executive positions and a handover period of one month applies.

### ***Roles and Responsibilities of the President***

The President shall

- attend and chair monthly meetings
  - be available to liaise with the Principal on regular basis
  - be available to attend, support and participate in fundraising ventures and school events as organised by the P&C and the school
  - speak in public at events and on parade
  - be approachable and available in person, by phone and email to oversee any P&C matters that may arise
  - make themselves known throughout the school community
  - give firm yet fair rulings and guidance
  - put to the vote, motions and amendments and to announce the result
  - shall be a signatory on P&C accounts
  - Conduct meetings efficiently and timely while ensuring all members feel valued
  - provide leadership (delegate) • act as representative of the P&C
  - ensure communication between P&C, school and community
  - encourage participation
- have an understanding of the other roles and positions of the P&C
- be familiar with the rules, operations and meeting procedures of the P&C

### ***Roles and Responsibilities of the Vice-President***

The Vice-President should

- attend monthly meetings
- become familiar with P&C operations, rules and meeting procedures
- provide support and assistance to the President
- Chair meetings in the absence of the President
- be available to attend, support and participate in fundraising ventures and school events as organised by The P&C and the school

- speak in public at events and on parade where required
- Chair those meetings from which the President is absent
- Carry out any duties that have been delegated by the President
- Provide essential support for the President and possibly assist the Secretary or the Treasurer in some of their tasks

### ***Roles and Responsibilities of the Treasurer***

To fulfil this position you will need a computer and printer. Have a basic knowledge and understanding of book-keeping procedures and record keeping

- Be able to drive to the bank weekly/fortnightly
- Have a safe place to keep monies collected before banking

#### **It is the Treasurer's responsibility to:**

- attend monthly meetings
  - keep accurate accounts of receipts and expenditure
  - supply a statement of finance to every meeting
  - prepare an annual statement, which must be audited
  - ensure that all subcommittees are giving monies for banking on a regular basis
  - ensure that all receipts and monies from events are received promptly for banking
  - ensure that all monies received are banked promptly in the appropriate account
- advise the President and the P&C of profits for each department and event

### ***Roles and Responsibilities of the Secretary***

- shall be a member of the executive committee and attend every meeting
- shall register members existing and new
- will receive written resignations from members
- shall notify QCPCA and the Director-General in writing, through the Regional Office, of the names and addresses of elected executive officers
- will record all proceedings of any meeting of the Association by way of full and accurate minutes
- receive agenda items prior to the meeting and assist the President in preparing an agenda for each meeting
- shall collate agenda papers for each meeting - including subcommittee reports
- shall maintain attendance records and a register of members including life Members
- shall prepare and present agenda of P&C at each general meeting, approved by the President prior to the meeting
- shall prepare and present minutes of P&C at each general meeting
- shall record and deal with correspondence in/out as directed by the P&C
- will generally organise, record and maintain information pertaining to the activities of the P&C
- will maintain custody of P&C Association documents

### ***Roles and Responsibilities of the Tuckshop Convenor***

- attend majority of monthly meetings or provide reports regarding all aspects of the tuckshop
- be available to open the tuckshop on designated days and times, approved by the P&C
- be familiar with the *Education Qld's Smart Choices* legislation. *Smart Choices* is all about supplying healthy food and drink choices to students in Queensland schools.
- review regular menu, treat day items and prices, for approval by the P&C
- observe the policies and procedures
- organise volunteers to help serve or donate cakes/muffins etc for regular tuckshop and for events

- make volunteers aware of the duties and responsibilities require prior to starting
- receipt and tally monies to hand to the Treasurer for banking each week, as per P&C policies
- plan menus for sports days, school events and fundraisers
- be available to run catering at sports days, school events and fundraisers, including order of stock etc
- regular stocktakes and ensure stock levels for continuous supply and rotation of stock/use by dates
- keep the tuckshop in a clean and orderly manner, as per food health, hygiene & safety requirements
- be available to attend open day, and open shop longer during busy periods or other events you may be required
- communicate with Secretary for notices about the tuckshop for newsletters etc
- be responsible for the maintenance of equipment in the tuckshop, ie defrosting of freezers, equipment list and advise P&C of any repairs, replacements etc
- be familiar with the students with food allergies and ensure those foods are not used in the tuckshop, as per the P&C's policy

### ***Roles and Responsibilities of the Grant Co-ordinator***

- attend majority of monthly meetings and provide reports
- research and find grants applicable to the school
- liaise with P&C regarding available grants
- liaise with school Principal, Teachers and P&C for items needed and approval
- complete grant applications ie letters of support, essays, research, quotes, plans, budget
- liaise with contractors, QLD Education representatives
- represent the School community in a professional manner
- ensure all items purchased fit QLD Educations regulations and requirements
- for successful applications, handle/oversee completion of project, with communication and consent of the Principal and P&C and within the guidelines of the grant provider
- budget grant money throughout project
- complete required paperwork for Education QLD and grant finalisation
- organise parent helpers and project days if required for particular grant completion.

### ***Roles and Responsibilities of the Uniform Convenor***

- attend majority of monthly meetings and provide reports
- be available to open the shop on designated days and times, approved by the P&C
- be familiar with the dress code of the school
- represent the P&C in a professional manner
- selling prices shall have a profit margin and will be approved by the P&C, prices should be reviewed yearly
- take and fill orders, communicate with parents regarding supply
- place orders with suppliers, check invoices and deliveries and pass bills onto Treasurer for payment
- stocktake and ensure stock levels for continuous supply
- keep the shop in a clean and orderly manner, items/sizes clearly marked
- liaise with P&C with regards to prices, new stock, deleted products
- receipt and tally monies to hand to the Treasurer for banking on a weekly/fortnightly basis
- source new items as required within the regulation of QLD Education
- be available to attend open day, and open shop longer during busy periods or other events you may be required
- communicate with Secretary for notices about the uniform shop for newsletters etc

Nominations for P&C Position

I \_\_\_\_\_ (your name)

Nominate for the position of (please tick below)

- President
- Vice President
- Treasurer
- Secretary
- Tuckshop Convenor
- Grants Co-Ordinator
- Uniform Shop Convenor
- Playgroup Co-Ordinator

Signed:

Date:

Please return all nomination forms to the P&C box in the office.

Please do not hesitate to speak to Mel Cash, Lisa Plotzki or Sandy Millar if you have any questions or enquiries.

Thank you ☺