Every person on the committee is a volunteer. Every role on the committee is important.

In essence the President’s role is to oversee the activities of the P&C and ensure the smooth running of all its operations.

The President:

- is the public face of the P&C and the link between parents and school administration.
- is the meeting Chairperson. During a meeting it is important that the President ensures there is a motion to be voted on and conducts productive/orderly meetings by:
  - Maintaining control
  - Ruling on points of procedure
  - Stopping people from speaking out of turn
  - Encouraging participation by all members
  - Closing debate by summing up
- The President:
  - is also a signatory to the bank accounts.
  - needs to ensure other Office Bearers fulfil their duties. In our P&C these include the treasurer, secretary, fund raising coordinator and events coordinator.
  - handles media and all external enquiries.
  - observes legal formalities.
  - is an ex officio member of all sub committees these include the Canteen, Uniform Shop, Gift Creation Team, Crossing Guard and Autumn Festival.
Vice President

The Vice President:

- Supports the President and undertakes the President’s duties if needed
- Intended for someone who would like to take on the role of President in the future

Secretary

The Secretary:

- Provides administrative assistance to the President
- Is a point of contact between the P&C and the community
- Writes and distributes the Agenda and Minutes of meetings
- Oversees the management of correspondence
- Maintains membership records

Events Coordinator

- Organisation of events such as sausage sizzles at various larger events, including obtaining necessary resources and coordinating volunteers
- Any other events as decided by the Events Coordinator

Fundraising Coordinator

- Organise one or two fundraisers throughout the year as determined by the P&C Committee (cookie dough, family portraits, entertainment books, for example)
- Coordinate the major P&C Raffle in Term 4, including applications, distribution and collection of tickets

Volunteer Coordinator

- Organising volunteers as required for specific events.
- Monitor the volunteers email account
- Keeping volunteers details up to date and adding new volunteers
- Promoting and organising the register of volunteers on an annual basis.

District and School Council Representatives

- Responsible for representing our P&C on the District or School Council
- Will need to attend the District or School Council meetings (usually once per term)
- Report back to our P&C items of interest from the District and School Council meetings.
Treasurer

Weekly duties
- Attend the uniform shop each trading day, issue invoices and receipts to parents, collect invoices from suppliers, bank uniform shop cash at the Commonwealth Kelmcott
- Attend the canteen to collect daily sales sheets and invoices from suppliers
- Record all financial information into the books of the P&C (presently Microsoft Money)

Fortnightly duties
- Calculate wages for canteen staff and crossing guard, prepare cheques for signing and arrange for another signatory to countersign the cheque
- Prepare cheques for any urgent payments required.

Monthly duties
- Prepare a report for the general meeting showing the contributions made to the P&C by subcommittee and the distributions made by the P&C by type.
- Prepare a report showing the financial position of the P&C
- Prepare a list of all cheques and other payments made since the previous meeting and list of payments to be made at the current meeting and prepare cheques to make those payments.

Quarterly duties
- Prepare a BAS statement for the Australia Taxation Office showing GST received and paid and PAYG taxation. If payment is required prepare a cheque. If a refund is due it will automatically go to our bank.
- Prepare cheques and advices to enable payment to superannuation funds for our staff
- Calculate and provide for annual leave and enter in the books of the P&C

Half Yearly duties
- Ensure a stock take in conducted in the uniform shop and enter the results in the books of the P&C.
- Calculate and provide for long service leave and sick leave and enter in the books of the P&C

Annual duties
- Act as joint coordinator for the major raffle
- Provide bookkeeping facilities for the Year 10 Ball
- Provide bookkeeping facilities for the Roley Oscars
- Ensure a stock take is conducted in the canteen and enter the results in the books of the P&C
- Prepare payment certificates for paid staff so they may prepare their tax returns
- Prepare a financial report for the AGM showing information for the P&C as a whole and by individual subcommittee.
- Provide all books of account to the P&Cs auditor for audit purposes and present his or her report to a general meeting of the P&C

Ad Hoc Duties
- Provide bookkeeping facilities for ad hoc fund raising activities
- Decide on the manner and type and records to be kept for all bookkeeping systems to be used by any subcommittee that wishes to keep its own books
- Monitor the financial position of the P&C at all times to see if it can meet its liabilities as they fall due.
- Determine if there is scope for the P&C to lodge surplus funds for short periods on term deposit.
Communications Officer

- Oversee all P&C email accounts
- Responsible for ensuring that the work of the P&C has a high profile
- Provide information for the College newsletter on a fortnightly basis
- Liaise with secretary over P&C termly newsletter
- Will work with the facebook administration officers to run the Facebook page
- Provide articles to the Valley Reporter, Roleystone Courier and local newspapers as required
- Forward regular updates to the Bottoms up website for posting on the P&C page of the College website
- Develop the P&C pages (including the uniform and canteen pages) in conjunction with Bottoms up websites

Autumn Festival Coordinator

- Co-ordinate a committee including community members and
  Roleystone Community College teachers,
- Delegate key committee roles
- Motivation of committee members
- Make key decisions on the direction/themes of the festival.
- Facilitate constructive debate.
- Manage all forms of feedback to the committee.
- Liaise with and obtain positive support from multiple key community, education and business people.
- Drive the generation of new ideas for the festival in order to keep the energy and therefore popularity of the festival ongoing.

Gift Creation Team Coordinator

The Gift Creation Team holds three stalls a year, giving the children opportunities to buy gifts for Mother’s Day, Father’s Day and Christmas.

The Coordinator is responsible for:

- sourcing and presenting gifts
- setting dates for the stalls in conjunction with the College administration
- liaising with teachers to make a timetable for the classes to visit the stalls
- making sure there is enough stock to cover all the classes
- setting a budget and sticking to it
- reporting back to the Treasurer with receipts as proof of purchases
- advertising the stall in newsletters and placing signs around the school