P&C POSITIONS VACANT FOR 2014:
All roles are declared vacant at the AGM in February 2014 and at this stage roles that we are aware will not be filled by the current 2013 Committee Member are listed below:

President
The President of the P&C is responsible for:
- The successful functioning of the P&C Association
- The attainment of the P&C Association’s objectives
- Ensuring that the P&C Association takes part in decision-making processes in the school
- Fostering fair participation of all members and ensuring that all new members are made to feel welcome
- Consistent adherence to the constitution
- Acting as the P&C Association’s spokesperson when public statements or actions are needed
- Setting up lines of communication with the Principal
- Being signatory on the Association’s bank accounts
- Chairing all monthly meetings and regular Finance meetings. (In the absence of the President, the Vice-Presidents will chair the meetings or the meeting can elect a chairperson from the members present for that meeting.)
- The President is automatically a member of all P&C sub-committees. The President should be informed of all sub-committee meetings and decisions.

The President has important responsibilities outside of meetings and is looked to as a leader of the parent community.

Vice-President
The Vice-President of the P&C is required to take on any of the Presidential duties when invited to do so by the President or when the President is unable to undertake those duties. These duties include:
- The successful functioning of the P&C Association.
- The attainment of the P&C’s objectives.
- Responsibility to foster the fair participation of all members and consistent adherence to its constitution.
- Ensure members are made to feel welcome and give support to all volunteers.
- Attend all meetings of the Association and the Executive Committee, helping to preserve order, help rule on contentious matters of procedure and assist with the progress of discussion at P&C meetings.
- Assist Sub-Committees as required.

Secretary
The Secretary is responsible for carrying out the administrative tasks related to the decisions of the meetings as resolved. The Secretary prepares, in consultation with the President, all meeting Agendas. The Secretary is required to attend every association meeting and take notes of the discussions in order to produce a set of Minutes for subsequent distribution to members and for receipt, possible amendment and adoption at the following meeting.

Further, the position includes receiving and tabling all correspondence. The Secretary also issues notice of all meetings and maintains official records of the P&C Association, along with the President, such as the constitution, by-laws, rules of Sub-committees, Incorporation Certificate, ABN details, list of financial (voting) members, Minutes and the attendance book. Registers the Association with the ACNC.
**P&C Treasurer**

The Treasurer’s primary responsibility is complying with financial accountability requirements. The Treasurer receives and deposits monies, maintains records, draws cheques and presents accounts. The Treasurer presents a report in the form of an income and expenditure statement together with a reconciled bank statement for each and every P&C meeting.

The Treasurer also ensures that all funds held and handled by P&C are properly and openly accounted for as the Treasurer is responsible for all funds held in the name of the P&C. This includes the canteen and any other P&C committees. This does not mean that the Treasurer must undertake the actual bookkeeping themselves but they must ensure that the various sub-committee financial records have been kept to the Treasurer's satisfaction. The Treasurer is a signatory on the P&C accounts and should not delegate this responsibility. The Treasurer must ensure a cash book or books are kept, recording all financial transactions of the P&C Association.

The Treasurer produces a full statement of financial position declaring all funds held in the name of the P&C Association, including those of sub-committees, along with the Secretary who presents the Minute book of the same period to the Auditor. After completion of the audit the financial statements, with all signed certificates appended, are to be presented at the Annual General Meeting for approval and adoption.

**Elected Executive Members of the P&C**

An Elected Executive Member position is for those interested in being involved with and supporting the P&C in a formal way, but may not at this stage be able to commit to an office bearer’s position. This is a great way to find out what the P&C actually does and then decide whether you would like to take on an office bearer’s position, or join one of the Sub-committees in future years. Duties of an Elected Member are:

- Attend P&C meetings and Finance Meetings
- Support P&C functions and activities
- Assist Office Bearers
- Assist Sub Committee Convenors when required

**Family Social Club Convenor**

The P&C Family Social Club is a nice way to become involved at the school. The FSC provides opportunities for parents to meet informally and interact on a social level. Activities include morning teas and the school Disco. FSC also assists with the collection of Voluntary Contributions in Term 1.

**Family Social Club Treasurer**

The FSC Treasurer works with the FSC Convenor to maintain and document FSC finances for this Sub-committee. FSC also assists the P&C Treasurer with the collection of Voluntary Contributions once a year, normally in Term 1.

**Music Rehearsal Supervisors**

The Music Committee is looking for Music Rehearsal Supervisors for 2014. Duties include:
- Mark the roll during weekly rehearsal ensembles
- Hand out notes and forms when required
- Present a report at the Music Committee Meeting each term

For more information, please contact Fanny Sze at music_eps@yahoo.com.au

**Uniform Shop General Helpers**

The Uniform Shop is always looking for extra Helpers to assist the existing wonderful group of volunteers who come along and help most Tuesdays. Helpers are required to assist on Tuesdays approx. 9am – 10.30 am. Duties include:
- Helping with set up
- Serving customers – showing sizes etc. Once order is completed, directing the customer to the Cashier for payment
- Processing Mail Orders by taking the stock from the shelves, packaging and giving to the Cashier to complete payment
- Putting new stock on shelves
Uniform Shop Cashier/Treasurer
The Uniform Shop is always looking for extra parents to learn the Cashier/Treasurer functions to support the current Cashiers on a Tuesday mornings from approx. 9am until approx 10.30am. If a few more parents learn this important function, we will be able to spread the load and not just rely on the 2 wonderful parents who currently attend the Uniform Shop every Tuesday. Duties include:

- Setting up the computer at approx. 9.00am
- Process cash / cheque and credit card payment and record sales in MYOB computer system
- At close of business - balance Cash, Cheque and Credit card sales against the till balance and pre-orders
- Deposit cash and cheques at the Bank
- Record goods received into computer system (new deliveries)
- Perform bank reconciliation and follow up any queries
- Assist with stock take prior to Nov 30 each year
- Establish stock value for P&C audit as at 30 November
- Attend Committee meetings
- Prepare books for Auditor. This involves printing out reports and gathering hard copies of recorded for the P&C Treasurer to pass on to the external Auditor
- File all order forms for the year

Canteen Treasurer
The Canteen is seeking a volunteer parent to undertake the Canteen Treasurer functions. The role would suit a trained book keeper, and involves about 2 hours of work every fortnight. Duties include:

- Manage BAS, wages, workers compensation returns;
- Maintain cash books, balance sheets and general bookkeeping tasks;
- Maintain records of time sheets and payment of wages
- Perform bank reconciliation and follow up any queries
- Assist with stock take prior to Nov 30 each year
- Prepare books for Auditor. This involves printing out reports and gathering hard copies of recorded for the P&C Treasurer to pass on to the external Auditor

Canteen Helpers
The Canteen is always looking for helpers to assist with food preparation and general Canteen assistance. Ideally you will be able to commit to a certain day or shift on a regular basis. The shift times are generally 9.00 – 10am, 9.30 – 11.30am and 12.30 – 2 pm however, the shift times can be flexible (within reason).

Our Canteen Supervisor, Carol is happy to train and guide volunteers through set tasks and if you would prefer not serve at the counter, that is fine. You can choose to work once a week, once a fortnight or even once a month – whatever time you can spare would be great. For more information, please contact the Canteen Convenor Marlene Cole on 0451 121 659 or call Carol - Supervisor of the Canteen on 9874 9461 or email pc@eastwood.nsw.edu.au.

P&C Parent Communications
From time to time, the P&C needs help to communicate information to other parents, for example, when we are looking for volunteers for ad hoc projects or tasks or if we have special events. On other occasions, we need help from bilingual parents for written and verbal communications (Korean and Chinese). If you are happy to be on our distribution list to receive occasional emails or SMS messages to communicate to school friends or other parents in your class, we would love to hear from you.
HELPING THE EASTWOOD PUBLIC SCHOOL P&C REPLY FORM

We would love to hear from any parents who are interesting in assisting the Eastwood Public School P&C or its Sub-Committees in any capacity during 2014.

If you think you can help or would like more information, please complete the following form and return to the school office by Friday, 13th December, 2013:

HELPING EASTWOOD PUBLIC SCHOOL P&C – REPLY FORM

( ) Yes, I am interested in supporting the Eastwood Public School P&C in 2014 in the following way/s:

☐ P&C President
☐ P&C Vice President
☐ P&C Secretary
☐ P&C Treasurer
☐ P&C Executive Member

☐ Family Social Club Convenor
☐ Family Social Club Treasurer

☐ Music Rehearsal Supervisor

☐ Uniform Shop Cashier/Treasurer
☐ Uniform Shop General Helper

☐ Canteen Treasurer
☐ Canteen Helpers

☐ P&C Parent Communications

☐ OTHER

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Name:  ______________________________________________________________
Child’s Name: ______________________________________________________________

Email:  ______________________________________________________________

Phone:  _____________________________   Mobile: _________________________

Thank you – We look forward to your support in 2014