P&C POSITIONS VACANT FOR 2014:
All roles are filled at the AGM.

President
The President of the P&C is responsible for:
- The successful functioning of the P&C Association
- Setting up lines of communication with the Principal to ensure that the P&C 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
- Acting as the P&C Association’s spokesperson when public statements or actions are needed
- Being signatory on the Association’s bank accounts
- Chairing all monthly meetings and regular Finance meetings.
- The President is a member of all P&C sub-committees and is kept informed of all sub-committee meetings and decisions.

Vice-President
The Vice-President takes on any Presidential duties when invited by the President or when the President is unavailable.

Secretary
The Secretary is required to attend every association meeting. The Secretary’s role includes:
- Prepare and distribute meeting agendas and papers in consultation with the President
- Prepare minutes of meetings for distribution to members
- Receiving and tabling all correspondence
- Maintain official records of the P&C Association including the constitution, by-laws, rules of Sub-committees, Incorporation Certificate, ABN details, registration with the ACNC
- Maintain the list of financial (voting) members and the attendance book.

P&C Treasurer
The Treasurer’s primary responsibility is for compliance with financial accountability requirements.

The Treasurer:
- Receives and deposits monies, maintains records,
- Draws cheques and ensures that approved accounts are paid;
- Presents income and expenditure and reconciled bank statements to every P&C meeting;
- Maintains up-to-date signatories for P&C bank accounts;
- Produces an annual statement of financial position for all funds held in the name of the P&C Association, including those of sub-committees, for the Auditor;
- Presents audited accounts at the Association Annual General Meeting.

Treasurer is responsible for all funds held in the name of the P&C, and is a signatory for all bank accounts.

Elected Executive Members of the P&C
The executive members, along with the office bearers for an important sounding board for the President in the management of the P&C between meetings. Executive members:
- Attend P&C meetings and Finance Meetings
- Provide fearless and frank advice and support to the President in relation to the business of the P&C.

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

**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 open each Tuesday morning from 9 to 10.30. Duties include:
- Setting up the computer at approx. 9.00am
- Process cash / cheque and credit card payment and record sales in MYOB computer system
- Closing balances for Cash, Cheque and Credit card sales against the till and pre-orders
- Deposit cash and cheques at the Bank
- Record new deliveries into computer system
- Perform bank reconciliation and follow up any queries
- Assist with stock take and Establish stock value prior to Nov 30 each year
- Attend Committee meetings
- Prepare books for the Auditor.
- File all order forms for the year

**Canteen Treasurer**
This role would suit a trained book keeper for about 2 hours every fortnight. Duties include:
- Manage petty cash
- Manage term deposits;
- Payment of invoices, sign cheques;
- Prepare Employee PAYG Payment Summaries and superannuation returns;
- Maintain cash books, balance sheets and general bookkeeping tasks (using MS Excel);
- Maintain records of time sheets and payment of wages
- Deal with Westpac bank regarding stop payments, replacement statements, change of signatories
- Perform bank reconciliation and follow up any queries
- Prepare books for Auditor.

**Canteen Helpers**
Canteen helpers assist with food preparation and counter sales. Shifts are 9-10am, 9.30-11.30am and 12.30-2 pm but can be flexible (within reason). You can choose a weekly, fortnightly or monthly shift. Ideally you can commit on a regular basis.

**P&C Parent Communications**
P&C often needs help to communicate with parents, for example, when we are looking for volunteers for special events or one-off tasks. Sometimes we need help from bilingual parents for these communications (Korean and Chinese). You use our distribution list of emails and SMS messages to sends out messages when required.
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