**REVESBY SOUTH PUBLIC SCHOOL**

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**Positions AGM (Annual General Meeting) 21st March 2018 7pm in the Library**

Listed below is a brief job description of all P&C positions that will become vacant and will need to be filled at the AGM on 21 March 2018.

**Executive Positions**

**President**

\* Chair monthly P&C meetings

\* Attend school functions, especially those run / supported by the P&C

\* Follow up issues raised at meetings

\* Liaise with the school Principal, other Executives and teachers where necessary

\* Attend monthly meeting

**Vice President/s (x2)**

\* Assist President and the School Principal wherever possible

\* Chair meetings when the President is unavailable

\* Attend monthly meeting

**Secretary**

\* Attend all meetings and keep a record of all business conducted

\* Typing and copying minutes of meetings

\* Collecting P&C mail from office and P&C email. Distributing mail to relevant people

\* Draft and type letters / notes as required

\* Make agenda available for topics to be discussed at next meeting

\* Liaise with the school Principal, other Executives and teachers where necessary  
\* Attend monthly meeting

**Treasurer**

\* Maintain records, cheque book and deposits, pay accounts after approval

\* Prepare and organise cheques to be signed for account or direct deposits to be approved

\* General banking and banks all monies from P&C fundraising

\* Provide monthly Account Reconciliations for all P&C accounts

\* Prepares the P&C accounts for auditing each year, and arranges for the audit to be carried out in a timely manner.

\* Handling of any money queries

\* Provide report for General meetings and AGM

\* Attend monthly meeting

**Assistant Positions**

**Assistant Secretary**

\* Assist secretary wherever possible

**Assistant Treasurer**

\* Assist treasurer wherever possible

**Sub Committees:**

**Fundraising Co-Ordinator/s**

\* Organising, coordinating and running all P&C fundraising activities

\* Provide report for General meetings and AGM

\* Attend monthly meeting

**Fundraising Committee**

\* Assist coordinator wherever possible

**Canteen Co-Ordinator**

\* Draw up annual canteen roster

\* Order and purchase food for canteen

\* Draft new menus, follows the Department of Education’s recommendations for a Healthy Canteen

\* Stocktake at the end of each term

\* Train new canteen volunteers

\* Attend Kindergarten Orientation information session to encourage new volunteers

\* Attend monthly meeting

**Canteen Treasurer**

\* Provide monthly canteen balance to P&C

\* Prepare and organise cheques to be signed for account or direct deposits to be approved

\* Reconciliation monthly to banking statement

\* Investigate any discrepancies between banking statement and canteen records

\* Collate and file all invoices and reconciliation records monthly

\* Have records ready for Treasurer / Audit in a timely manner

\* Provide report for General meetings and AGM

\* Attend monthly meeting

**Canteen Committee**

\* Assist coordinator wherever possible

**Uniform Co-Ordinator**

\* Maintain the Uniform Shop including opening at least one day a week

\* Uniform ordering and stocktake

\* Draw up roster

\* Must be available for the first week of Term 1 to organise uniform orders and deal with enquiries

\* Banking of uniform monies

\* Attend Kindergarten Orientation information session to discuss uniforms and requirements with new parents

\* Provide report for General meetings and AGM

\* Attend monthly meeting

**Uniform Treasurer**

\* Provide monthly uniform balance to P&C

\* Prepare and organise cheques to be signed for account or direct deposits to be approved

\* Reconciliation monthly to banking statement

\* Investigate any discrepancies between banking statement and canteen records

\* Collate and file all invoice and reconciliation records monthly

\* Have records ready for Treasurer / Audit in a timely manner

\* Attend monthly meeting

**Uniform Committee**

\* Assist coordinator wherever possible

**Book Club Co-Ordinator**

\* Distribute order forms

\* Collect and place orders

\* Distribute orders

\* Provide report for General meetings and AGM

\* Attend monthly meeting

\* Bank cash receipts on day of collection

**Book Club Committee**

\* Assist coordinator wherever possible

**School Banking Co-Ordinator**

\* Collect bank books from students weekly

\* Complete school banking weekly

\* Organise any rewards

\* Provide report for General meetings and AGM

\* Attend monthly meeting

\* Bank cash receipts on day of collection

**School Banking Committee**

\* Assist coordinator wherever possible

**Mother’s/Father’s Day Stall Co-Ordinator**

\* Organise and purchase gifts for stalls

\* Run both events

\* Provide report for General meetings and AGM

\* Attend monthly meeting

**Mother’s/Father’s Day Committee**

\* Assist coordinator wherever possible

**Tenders/Grants Co-Ordinator**

\* Research grants

\* Discuss wishes/needs of school with P&C, Principal and staff

\* Apply for all available grants

\* Provide report for General meetings and AGM

\* Liaise with the Treasurer regarding funds won and needed to match grants.

\* Attend monthly meeting

**Tenders/Grants Committee**

\* Assist coordinator wherever possible

If any enthusiastic parents would like to have a go at any of the above positions in 2018 then please come along to the AGM. Accept the challenge, have some input and help make a difference in your child’s education and their whole school experience. You don’t need to nominate for a position to attend but your attendance and your ideas and thoughts will be appreciated. The P&C helps all our children. It plays an important role in the way the school runs and raises much needed funds for all our kids and our great school. Ultimately we hope to enhance the quality of your child’s educational experience at Revesby South Public School especially as we move forward in the 21st Century and we continue to embrace technology. REMEMBER - IT IS YOUR P&C!

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