



Mowbray Public School Parents and Citizens Association Inc.
635 Mowbray Road, Lane Cove North NSW 2066
ABN 85 228 342 209

e: info@mowbraypandc.org.au

w: mowbraypandc.org.au



Mowbray P&C Association Position Descriptions

The Mowbray Public School Parent and Citizens Association Inc. (The P&C Association) Executive Committee is composed of 5 Office Bearers and (up to 6) Executives. In addition there are a number of Representative positions. The Executive Committee attends all P&C Association meetings and Executive meetings. Representative positions report back to the Executive but are not required to present at P&C Association meetings.

The Office Bearer positions are:

- [President](#)
- [Treasurer](#)
- [Secretary](#)
- [Vice President x 2](#)

The Executive positions are:

- [Executive - Music Convenor](#)
- [Executive - Events and Fundraising Lead](#)
- [Executive - Online Coordinator](#)
- [Executive \(other\) x 3](#)

The Representative positions are:

- [Canteen Coordinator](#)
- [Second Hand Uniform Coordinator](#)

Descriptions of the roles and responsibilities are outlined below. All positions are declared vacant at the Annual General Meeting (held in March each year) and are filled by nomination, and where necessary by ballot of members as per the Constitution. All nominees must be members of the P&C Association. No person will serve more than three consecutive years in the same position.

The P&C Association Constitution and By-Laws can be found at

<https://mowbraypandc.org.au/get-involved/>



Mowbray Public School Parents and Citizens Association Inc.
635 Mowbray Road, Lane Cove North NSW 2066
ABN 85 228 342 209

e: info@mowbraypandc.org.au

w: mowbraypandc.org.au



P&C President

The P&C President is a member of the P&C Executive, and has overall responsibility for the management of the P&C Association, including all subcommittee accounts.

The President will:

- ensure the successful functioning of the P&C Association meetings
- ensure the attainment of the P&C Association's objectives
- ensure that the P&C Association takes part in decision-making processes in the school (this may include participating in Selection Panels, Out of Area Application Panels, etc)
- foster fair participation of all members and ensure that all new members are made to feel welcome
- support volunteers
- ensure consistent adherence to the constitution
- act as the P&C Association's spokesperson when public statements or actions are needed
- set up lines of communication with the Principal
- be signatory on the P&C Association's bank accounts
- chairing meetings, in the absence of the President, one of the Vice-Presidents will chair the meeting or the meeting can elect a chairperson from the members present for that meeting
- automatically a member of all P&C Association sub-committees

Estimated time commitment

The demands of the President's role vary through the year but on average require approximately 12-14 hours per month (including Executive Committee meetings).

Exiting the Role

- full handover of all passwords and access to various websites, P&C Federation and ACNC portals, including a walk-through of the previous year's activities,
- surrendering occupation of the role only when access to all bank accounts is available to the new President,
- handover of the President handbook with a walkthrough of all activities required for the role,
- meeting and handover with all Sub-Committees.



Mowbray Public School Parents and Citizens Association Inc.
635 Mowbray Road, Lane Cove North NSW 2066
ABN 85 228 342 209

e: info@mowbraypandc.org.au

w: mowbraypandc.org.au



P&C Treasurer

The P&C Treasurer is a member of the P&C Executive, and has overall responsibility for the financial management of the P&C, including all subcommittee accounts. A background in basic accounting is essential.

The Treasurer will:

- comply with the Accounting Manual for P&C Associations
- be accountable for and maintain the P&C Association's financial records (including receive and deposit monies, prepare EFTs for payment, and reconcile bank statements with P&C records)
- supply a consolidated income and expenditure statement of all P&C businesses, and reconciled to bank balances at each P&C meeting
- ensure that the P&C Association has sufficient insurance coverage and renew the policy every year
- notify the insurer 2 weeks in advance of each P&C Association fundraising event (including certificate of currency from any third party provider)
- prepare a consolidated annual budget for the P&C Association
- manage the year-end audit review in preparation for the AGM in March (including preparation of statutory financial statements (including income and expenditure statement, balance sheet, cash flow and notes to accounts including organising any stocktakes required)
- provide all required documentation to the nominated auditor (including financial records and copies of P&C meeting minutes)
- lodge all statutory returns including ACNC annual statement and the NSW Federation of P&C Associations, and quarterly GST returns if applicable
- ensure that the P&C Association complies with all legal and taxation requirements
- be signatory on the P&C Association's bank accounts
- management of any EFTPOS devices
- be responsible for the management of the bookkeeper employed by the P&C Association to provide financial accounting services (if applicable)

Note

- The P&C Association's financial year is 1 January – 31 December.

Estimated time commitment

The demands of the Treasurer's role vary through the year: in some months the hours needed are minimal, but towards year-end at least 12 hours a month may be required.

Exiting the Role

To ensure continuity of role and credibility of financial statements, the Treasurer commits to the following when exiting the role for whatever reason:



Mowbray Public School Parents and Citizens Association Inc.
635 Mowbray Road, Lane Cove North NSW 2066
ABN 85 228 342 209

e: info@mowbraypandc.org.au

w: mowbraypandc.org.au



- full handover of all passwords and access to various websites, P&C Federation and ACNC portals, online and paper files & receipts, and details of full accounts preparation, including a walk-through of the previous year's signed audited accounts,
- surrendering occupation of the role only when access to all bank accounts is available to the new Treasurer,
- handover of the Treasurer handbook with a walkthrough of all activities required for the role,
- meeting and handover with all Sub-Committee treasurers.



Mowbray Public School Parents and Citizens Association Inc.
635 Mowbray Road, Lane Cove North NSW 2066
ABN 85 228 342 209

e: info@mowbraypandc.org.au

w: mowbraypandc.org.au



P&C Secretary

The P&C Secretary is a member of the P&C Executive. The Secretary is the principal administrative officer of the P&C and has overall responsibility for accurate record keeping of the P&C Association's operations.

The Secretary will:

- prepare and circulate all meeting agendas in consultation with Executive Committee members
- collate and distribute agenda papers for each meeting (including subcommittee and financial reports)
- receive and present incoming correspondence at meetings, and draft replies as required
- attend every P&C Association meeting and Executive Committee meeting, and record and circulate meeting minutes
- maintain contact lists for P&C Association position holders
- regularly communicate information about the P&C, meetings and events to parents and the community via the weekly school newsletter, P&C website, P&C Facebook page and other media as appropriate
- maintain the Secretary handbook containing details of all activities required for the role
- be signatory on the Association's bank accounts
- have custody and ensure currency of official records of the P&C in accordance with all regulatory authorities (e.g. ACNC, P&C Federation, Australian Business Names Register), including the Constitution, By-laws, current Executive Office holders, operating guidelines, register of financial (voting) members, financial statements, meeting minutes, and meeting attendance book

Estimated time commitment

The demands of the Secretary's role vary through the year but on average require approximately 10 hours per month (including Executive Committee meetings).

Exiting the Role

To ensure continuity of role and credibility of all compliance obligations of the P&C Association, the Secretary commits to the following when exiting the role for whatever reason:

- full handover of all passwords and access to various websites, P&C Federation and ACNC portals, online and paper files & receipts, and details of regulatory and compliance preparation, including a walk-through of the previous year's activities,
- surrendering occupation of the role only when access to all bank accounts is available to the new Secretary,
- handover of the Secretary handbook with a walkthrough of all activities required for the role,
- meeting and handover with all Sub-Committees.



Mowbray Public School Parents and Citizens Association Inc.
635 Mowbray Road, Lane Cove North NSW 2066
ABN 85 228 342 209

e: info@mowbraypandc.org.au

w: mowbraypandc.org.au



P&C Vice-President (2)

The P&C Vice-President is a member of the P&C Executive and supports the President and other committee members in their roles.

The Vice-President will:

- attend P&C Association and Executive Committee meetings and assist with issues arising
- take an active role in assisting with events being organised by the P&C Association
- become familiar with the operation of the P&C Association
- carry out duties delegated by the President, including independent projects as required from time-to-time
- promote the P&C Association and the successes of the school to parents and the community
- preside as chair at meetings where the President is absent
- act as an interim President if the President's position falls vacant

Estimated time commitment

Approximately 6-8 hours per month (including Executive Committee meetings). Additional time may be required for ad hoc special projects.



Mowbray Public School Parents and Citizens Association Inc.
635 Mowbray Road, Lane Cove North NSW 2066
ABN 85 228 342 209

e: info@mowbraypandc.org.au

w: mowbraypandc.org.au



Executive - Music Convenor

The Music Convenor is a member of the P&C Executive and oversees the running of the Mowbray Public School P&C Association Band and Strings Program (the Music Sub-committee).

The Music Convenor will:

- ensure the attainment of the Music Sub-committee's objectives
- ensure the successful functioning of the Music Sub-committee meetings
- ensure consistent adherence to the constitution and by-laws of the P&C Association and Music Sub-committee Rules
- attend P&C Association and Executive Committee meetings presenting sub-committee meeting minutes and financial reports

Estimated time commitment

Approximately 8-10 hours per month (including Executive Committee meetings). Additional time may be required for events and competitions..

Executive - Events and Fundraising Lead

The Events and Fundraising Lead (Events Lead) is a member of the P&C Executive and oversees the running of the Mowbray Public School P&C Association Events and Fundraising Sub-committee (the Events Sub-committee).

The Events Lead will:

- develop a set of Events and Fundraising objectives including Fundraising Targets for the year and events budgets
- ensure the attainment of the Events Sub-committee's objectives
- ensure the successful functioning of the Events Sub-committee's meetings
- ensure consistent adherence to the constitution and by-laws of the P&C Association
- attend P&C Association and Executive Committee meetings presenting sub-committee meeting minutes and financial reports

Estimated time commitment

Approximately 6-8 hours per month (including Executive Committee meetings). Additional time may be required for specific events.



Mowbray Public School Parents and Citizens Association Inc.
635 Mowbray Road, Lane Cove North NSW 2066
ABN 85 228 342 209

e: info@mowbraypandc.org.au

w: mowbraypandc.org.au



Executive - Online Coordinator

The Online Coordinator is a member of the P&C Executive and oversees the management and function of the Mowbray Public School P&C Association social media accounts and website

The Online Coordinator will:

- develop a set of Social Media and Website objectives
- ensure the attainment of the Social Media and Website objectives
- ensure the successful functioning of the Social Media accounts and oversee the administrators and moderators
- ensure the successful functioning of the website and oversee the administrators and contributors
- ensure consistent adherence to the constitution and by-laws of the P&C Association, the Social Media policy and Code of Conduct
- attend P&C Association and Executive Committee meetings

Estimated time commitment

Approximately 4-6 hours per month (including Executive Committee meetings). Additional time may be required for ad hoc projects.

Executive

The P&C Executive is a member of the P&C Executive and supports the other committee members in their roles.

The Executive will:

- attend P&C Association and Executive Committee meetings and assist with issues arising
- become familiar with the operation of the P&C Association
- carry out duties delegated by the President, including independent projects as required from time-to-time

Estimated time commitment

Approximately 2-4 hours per month (including Executive Committee meetings). Additional time may be required for ad hoc special projects.



Mowbray Public School Parents and Citizens Association Inc.
635 Mowbray Road, Lane Cove North NSW 2066
ABN 85 228 342 209

e: info@mowbraypandc.org.au

w: mowbraypandc.org.au



Canteen Coordinator

The P&C Canteen Coordinator supports the operations of the P&C Association and reports back to the P&C Executive.

The Canteen Coordinator will:

- be responsible for ensuring the P&C Association canteen service remains operational, including preparing rosters, updating records with the sales platform, ensuring canteen equipment required to service lunch orders is sufficient
- maintain the relationship between the P&C Association, the Supplier and the school office
- promote the canteen to school parents

Estimated time commitment

Approximately 2-4 hours per month

Second Hand Uniform Coordinator

The Second Hand Uniform Coordinator supports the operations of the P&C Association and reports back to the P&C Executive.

The Second Hand Uniform Coordinator will:

- organise collection and sorting of uniform donations
- supervise the pop up shops
- prepare advertising for social media and newsletters for the donations/volunteers
- organise disposal of unsellable items (collection from Worn Up or drop off at clothing bin)
- organise payment methods (square and cash) for pop-ups and report sales back to the P&C Treasurer and deposit cash sales
- ensure consistent adherence to the constitution and by-laws of the P&C Association

Estimated time commitment

Approximately 3-4 hours per term. Additional time may be required for ad hoc projects, events, etc.