

Greenmount Primary School P&C Association Roles

Office Bearer and Role Descriptions

Below you can find a brief outline of the structure of how Greenmount PS's P&C Association is put together. This is in accordance with the P&C Constitution, which all school's P&C's must abide by. Our P&C is also a member of WACSSO (The West Australian Council of State School Organisations).

If you have any questions about any aspect of a role or would like to know more about becoming involved, please feel free to ask any of our members (there is likely one in your class), or email president@gpspnc.org.au or secretary@gpspnc.org.au . We are always happy to have a little chat and new members are welcome to join throughout the year, not just at the AGM in February.

How does a P&C Association work?

GPS P&C meets twice a term on the Tuesday of week 4 and 8 at 6.30pm in the staff room. Parking is on the basketball courts, so use the service entry. Sometimes we might have an executive meeting in between these meetings to take care of something urgent that has popped up, and cannot wait. We try to keep our meetings to 90min max.

Joining the P&C is a wonderful way for parents & caregivers to make a difference to their kids' schooling experience and it is also a great way to meet other families who care about the school community. Many a friendship has been formed over the years. Also a great way to integrate into the school faster, if you are new to the area. GPS P&C has done some fantastic things over the years, with the help of it's amazing volunteers, without which nothing would be possible. It is also vital link between the school and families. Your input and participation will help shape the place where your child spends so much of their time and childhood. The P&C has always been made up of a diverse team of parents and caregivers who lend their time, energy and skills to ensure Greenmount Primary School always provides a fantastic learning environment. English not your first language? Working full time, or stay-at-home parent? We have something for everyone, and we are sure you have something you can add to our team.

The main role of the P&C Association is to:

- Give parents and caregivers an opportunity to learn about school policies and programs.
- Involving parents and caregivers to shape the school community.
- Provide a voice for parents and students by maintaining positive relationships between the P&C and the school admin team.

- Bring parents together to share information and views.
- Organise social events to build a stronger sense of community.
- Raise funds during these social events to provide additional resources for the benefit of the students.
- Support some of the amazing services that the school community provides such as - The Guardians of Greenmount (The Fathering Project), Uniform shop, Scholastics book club, Safety House and community events.

P&C Office Bearers and Roles:

President:

Acts as a public representative for the P&C.

Liaises regularly with the school principal.

Ensures efficient communication exists between the members of the P&C and the school.

Ex-officio members of all sub-committees.

Helps to set the Agenda and chairs P&C general and executive meetings.

Guides the sub-committees where needed.

Stays on top of the finances, along with the Treasurer.

Not quite the boss, but definitely the leader.

Vice-President:

Assists the president where needed.

Acts as WACSSO liaison.

Chairs meetings in president's absence.

Understudy to the president. A nice way to see if you really feel up to being the leader, before putting your hand up.

Secretary:

Collects and distributes P&C Association mail.

Manages P&C documents and archive.

Maintains a register of all members.

Registers new members.

Provides notice of upcoming meetings.

Distributes agenda and reports before meetings.

Takes attendance and minutes at meetings, with correct wording of motions and amendments.

A crucial role in a well run P&C and to keep meetings as short as possible. Some mad-admin skills are very helpful.

Treasurer:

Receives, checks and banks all monies payable to the Association.

Issues receipts for monies received from sub-committees.

Maintains transparent and clear books of account.

Pays accounts as authorised by a general or executive meeting and Terms of References.

Prepares and presents a written report to each general meeting of the accounts.

Notifies the P&C of any potential issues.

Prepares a financial statement of the books of account for the annual audit and AGM.

Prepares float for fundraising events.

Don't need to be a bookkeeper for this, but liking numbers and knowing how to balance them will sure come in handy.

Fundraising sub-committee a.k.a The Party people:

There are always a few people on this committee, so if you join, you won't be left organising everything alone. They present events to the P&C members for approval at P&C meetings. They don't take on anything that they won't feel up to doing with the time and resources they have available. So if you have an idea and would really like to see it happen, join these people. They put things on like the school disco, movie nights, sausage sizzles, quiz nights and raffles etc. They are organised and know how to stick to a budget. All monies spent must be approved first. It is about teamwork and having fun. Much easier than planning weddings, but maybe a bit bigger than birthday parties.

Uniform Shop sub-committee:

Sources uniforms from suppliers at the best prices for the best quality.

Research new items and get samples for approval.

Liaise with suppliers and place orders.

Maintain stock levels by regular checking and a stocktake once a term.

The coordinator manages the shop.

The shop is open twice a week. Wednesday morning 8.30am - 9.15am and Thursday afternoon 2.30pm - 3.15pm. They also have special open days that are advertised in advance for kindy and start of the year.

Manages online sales through flexi-schools and deliver the paid uniform orders to students or the front office.

Reports sales and stock to the P&C at a general meeting.

Gets approval before spending anything.

The management of the shop is a big job and not only involves great organisational skills, but much patience with parents who forget that it is a voluntary role done by

parents just like them. The shop is run “not for profit” to boot, to benefit all our families. At GPS this is a wonderful little “social hub” and everyone likes to hang out there.

Safety House Committee:

Liaises with the general community via flyer drops, newsletter and Facebook to promote GPS P&C’s Safety house program and advertise for more houses. They then visit these houses once a year to make sure that things are still honkey dorey and ticking along as it should be.

Organises a Safety House show once a year for our early learning kids to educate them about safety in getting to and from school when they are out on their bikes or on foot.

Liaises with the Safety House WA crew about what is new and important for our kids.

They like to put on the odd sausage sizzle, which helps to fund the program for our little sausages.

The Guardians of Greenmount committee:

These guys are the superheroes of our school. They plan and organise social events for Dads and Father-figures in our school. They also tend to lend a hand to general events, especially when there are snags and bbq’s involved.

They provide a point of contact for new Dads and Father-figures.

A GoG rep (mostly the coordinator, but sometimes not), attends P&C general meetings to chat about what they are up to and get approval for upcoming events. All monies spent must be approved first also as per usual. These guys are awesome, and if you are a new Dad or Father-figure at the school, please attend their events. From a beer at the pub (men only) to camp outs with the kids, it’s fun and games all the way.

Scholastics book club committee:

The unsung heroes who quietly distributes catalogues to all the kids, patiently waits for the orders to come in, and then suddenly has loads to do to get them all places and when the orders arrive. This suits someone or a couple of someones that can’t always come to meetings, but happy to help out in the background and just do their thing. Being organised helps.

Grants committee:

Another role that suits someone that can’t always help out at big events, because they might have small kiddies, or they just don’t want to face the crowds. You can do as little or as much as you want. Apply for those big grants that take lots of hours to scrape all

the info together, or the ones that take 20min of your time. This is a nice little ad-on to the money we raise from events. All you need is a computer and some creative writing skills (possibly).

The Executive Committee:

This is made up of the 4 Office Bearers and 5 coordinators from the various committees. They provide support to the Office Bearers and make sure decisions that can't wait in between meetings gets made. Everything they do in-between meetings gets reported on at the following General meeting, so that everyone knows about everything. Once again it is all about transparency and openness.