

SUMMARY OF OFFICE BEARER POSITIONS

President

Role:

- Chairperson
- Public Face of the P&C
- Link between parents and school administration

Responsibilities include:

- Chair and conduct productive/orderly meetings
- Signatory to accounts
- Ensure other office bearers fulfil their duties
- Observe legal formalities

Vice President

Role:

- Understudy for the President

Responsibilities include:

- Chair meetings
- President's representative on sub-committees
- Signatory on accounts

Secretary

Role:

- Maintains the Association's records (NOT the financial records)

Responsibilities include:

- Post notice of meetings
- Assist chairperson in drawing up agenda
- Record minutes
- Deal with correspondence
- Maintain membership records
- Signatory to accounts
- Observe legal formalities

Treasurer

Role:

- Maintains the Association's Financial records
- Establish and maintain simple procedures for handling the Association's money
- Prepare and present a written report for every General Meeting
- Prepare books for audit
- Signatory to accounts

Executive Committee Member

Role:

- Manage the affairs of the association when it is not possible for all members to meet

P&C Office Bearer Nomination Form

I, (insert name)

a financial member of Duncraig Primary School P&C Association Inc. nominate for the position of:

- President
- Vice-President
- Secretary
- Treasurer
- Executive Committee Member

for the year of 2016.

Qualifications/reasons for nominating (optional):

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Signed