



# West Greenwood Primary School

Parents and Citizens' Association Incorporated  
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## P&C Position Descriptions

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### President

- provides leadership
- chairs all general and executive committee meetings of the association
- responsible for all funds received and expended by the association
- prepares regular reports to P&C meetings
- employer in law for Canteen Supervisor at WGPS canteen
- holds ultimate responsibility for all funds, including all subcommittee accounts.
- responsible for all funds received and expended by the association
- prepares regular reports to P&C meetings
- be familiar with the rules, operations and meeting procedures of the P&C
- ensure decisions are made and followed up
- acts as a spokesperson for the association
- reports to P&C meetings about the activities of the P&C
- supervises the functions of other office bearers
- approves all communications from P&C
- ensures adequate and efficient communication exists between the members of the association and the members of the school board
- presents P&C information at each main assembly to students, teachers and parents
- prepares P&C article for fortnightly school newsletter
- responsible for all P&C content maintained on WGPS website

### Vice President

- steps into the role of the President should they be unavailable and undertakes tasks to reduce the workload of the President.

The Vice President needs to:

- be familiar with the operation of the P&C
- be acquainted with the duties of President
- understand meeting rules and procedure

### Treasurer

- responsible for all funds received and expended by the association
- overall responsibility for the financial management of the P&C, including all subcommittee accounts
- prepares regular financial reports to P&C meetings
- prepares annual statements which must be audited

## Secretary

- draws up, in consultation with President, the meeting agendas
- collates agenda papers for each meeting (including subcommittee reports)
- prepare and present minutes of P&C at each general meeting
- acts upon decisions as directed by the meeting
- record and deal with correspondence in/out as directed by the P&C
- looks after the association's documents
- maintains a register of financial and ex-officio members if applicable.

## Executive Committee

Any P&C member may nominate themselves to be an Executive Member of the P&C. The Executive Committee usually meets in between general meetings of the P&C to discuss items of an urgent or going nature.

## Fundraising Coordinator

- coordinates the fundraising events on behalf of the P&C during the year
- develops a calendar of events and obtains approval at the first general meeting of the P&C
- coordinates volunteers to manage each fundraising events
- responsible for the P&C storeroom including an annual stocktake of the contents, access to and distribution of items from the storeroom

## Canteen Treasurer

- the Treasurer shall keep such books of account related to canteen activities. The canteen treasurer is responsible to the P&C Treasurer
- prepare a statement of receipts and expenditure, balance sheet and profit and loss annually for audit by the Association's honorary auditor
- submit a written report to each the canteen committee meeting
- ensure that all books of the committee are made available to the P&C Association Treasurer as required

## Uniform Shop Coordinator

- manage the day to day running of the WGPS Uniform shop
- open and run the uniform shop on Thursday mornings 8.30am to 9.30am during term.
- prepare a written report to the P&C general meetings.
- order uniform stock and maintain adequate stocks throughout the year
- keep a book of accounts related to uniform shop operations.
- coordinate volunteers to support the running of the uniform shop

## Communication Officers

An important channel for P&C communications is through the whiteboards positioned on the walls of the Karri, Jarrah, Banksia, Tuart and Acacia blocks. To help the P&C with this role we ask for one or two parents from each block to update notices on the whiteboard when required throughout the

year. The P&C Secretary simply sends a text message to the Communications Officers with the new wording to be written on the whiteboards.

## Safety House Coordinator

- coordinate the Safety House WA program for West Greenwood Primary School
- liaise with Safe House WA Inc to ensure the program is running effectively
- be the point of contact for parents wishing to become a Safety House member and ensure that all safety houses are compliant with Safety House WA requirements by meeting with potential Safety House participants at their residence.
- Conduct quarterly review of all safety houses in area (telephone & drive by) to ensure continued participation and compliance with program.
- Liaise with Principal for at beginning of year to discuss opportunities to promote program (eg: colouring comp, Safety House educational visit etc)
- prepare short report for general meetings of the P&C

## Book Club Coordinator

- Coordinate the Scholastic book club program at WGPS
- Distribute book club magazines to classrooms twice a term
- Manage orders and payments
- Place and receive orders and distribute books to classrooms

## Sub-Committees

The following committees are formed at the AGM with the purpose of focusing on specific tasks on behalf of the P&C.

### 1. Canteen Committee

- a. Financial management of the canteen
- b. Review menu with Canteen Supervisor
- c. Assist in recruiting volunteers
- d. Providing reports to P&C general meetings on status of canteen operations/sales

### 2. Fundraising Committee

- a. Working closely with the P&C Fundraising Coordinator to run fundraising events throughout the year
- b. Assist in recruiting volunteers to help out at events
- c. Counting monies raised

### 3. Year 6 Graduation Committee

- a. organising and carrying out of fundraising events approved by the P&C for the purpose of raising funds towards year 6 students end of year excursions and the year 6 gift to the school
- b. Assist in recruiting volunteers to help with planning and running of events