

## 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

### **Vice President:**

*Role:*

- Understudy for the President

*Responsibilities include:*

- Chair meetings
- Presidents representative on sub-committees
- Signatory to 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 and maintain membership records
- Signatory to accounts and observe legal formalities

### **Treasurer:**

*Role:*

- Maintains the Association Financial records

*Responsibilities include:*

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

### **Executive Committee Member:**

*Role:*

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