



P & C COMMITTEE ROLES

Role	Description
President	Chairs each meeting. Has a close working relationship with the Principal on all P&C matters, and represents the School in a formal capacity when required at Open AGM's and Public Events. Expected commitment: 1 hr/week
Vice President	Chairs meetings when President is absent. Attends "Executive" meetings and is signatory to bank accounts as required. Usually an experienced member of the P&C. Expected commitment: <1 hr/week
Treasurer	Is responsible for all monies received and expended on behalf of the P&C, including any committees such as uniform shop and fundraising. Establishes and manages P&C budget, monthly accounts and produces financial reports. Expected commitment: 1-2 hrs/week
Secretary	Prepares Agenda and Minutes for each meeting, maintains P&C membership and correspondence and lodges all reporting requirements with Government agencies. Manages end-of-year Budget "Wish List" process. Expected commitment: 1-2 hrs/week
P&C Board Rep	Attends all Board and P&C meetings and reports minutes back to each group. Expected commitment: 1 hr/week
Fundraising	Establishes a sub-committee of members to plan the calendar of fundraising activities each year. Encourages volunteer involvement and works closely with class reps to ensure all fundraising activities are advertised and supported. Expected commitment: 1-2 hrs/week
Uniforms	Responsible for all aspects of running the school's uniform shop including inventory management, catalogues (order and distribution) and financial reconciliation. Works with a team of volunteers. Expected commitment: 1-3 hrs/week
Music	Works closely with Mrs Dewing to support music education at KPS. Provides assistance with band and choir setup/pack away for events, and liaises with the P&C for financial support. Expected commitment: 1 hr/week
Grounds & Facilities	Responsible for managing all gardening and maintenance for the Naturescape playground. Liaises with Mr Rowley and co-ordinates volunteers for busy bee projects. Expected commitment: 1 hr/week
Sport	Works closely with Mrs Stanford to support sport education at KPS. Maintains register of names of children participating in before and after school sports training at KPS. Expected commitment: <1 hr/week
DUCKS	Primarily involved in organising Dads and children events in support of The Fathering Project philosophy. Co-ordinates team of volunteers to provide BBQ support for school events. Expected commitment: 1 hr/week
School Banking	Collects KPS children's money and deposits into bank accounts. Co-ordinates term-specific prize allocation. Expected commitment: 1-2 hrs/week
Bookclub & Library	Distributes Scholastic catalogues and manages the order process (money collection, order and distribution). Expected commitment: 1 hr/week
Memorabilia	Maintains the catalogue and storage of historical school-specific items. Expected commitment: 1 hr/week
Year 6	Works with a sub-committee to co-ordinate events specifically designed to raise funds in support of Year 6 needs (eg school camp, year book) Expected commitment: 1 hr/week