

CHSS P&C Association

The objectives of the Association are to promote the interests, and facilitate the development and further improvement, of the school.

The four positions listed below, with a brief outline of the role, make up the Executive Committee of the P&C

President

- Preside at every meeting of the Association (when present)
- Act as representative of the P&C
- As a leader you can encourage enthusiasm and a sense of belonging among group members and help develop a team spirit that keeps everyone working towards our identified goals
- The four most important attributes of a chairperson are impartiality, tact, firmness and commonsense.
- Facilitate meetings so that
 - Time is used effectively
 - Decisions are made
 - Everyone has a say
 - Manage discussion

Vice President

- Provide support and assistance to the President
- Be familiar with P&C Operations, rules and meeting procedures
- Chair meeting when the President is not in attendance
- Help the Executive take the P&C Association into the community and promote the successes of the school.

Treasurer

- The Treasurer has the overall responsibility for the financial management of the P&C including all subcommittee accounts.
- Must comply with the Accounting Manual for P&C Associations
- Keep accurate account of receipts and expenditure
- Ensure the appropriate approval is given by the association for proposed expenditure
- Ensure all monies received are banked promptly
- Is assisted in this role by the Bookkeeper

Secretary

- Prepare and present Minutes of P&C at each general meeting
- Prepare the Agenda, maintain attendance records, record and maintain information pertaining to the activities of the P&C
- Record and deal with correspondence in/out as directed by the Committee

For more information regarding the Executive Committee and their roles please follow the link below

http://www.qcpca.org.au/images/pdf/pc_operations/section%201%20pc%20roles%20and%20responsibilities.pdf

At CHSS we also have a team of Co-ordinators, Convenors and Liaison Officers to facilitate the P&C activities and assist with school enterprises. These include the following

Tuck-shop Committee Co-ordinator

- Manage employed Tuck-shop Convenor
- Adhere to guidelines as set out by the Smart Choices Healthy Food and Drink Supply Strategy
- Attend to maintenance and upkeep of the Tuckshop Facility

Uniform Shop Committee

- Manage supply of Uniforms
- Order stock, provide documentation and receipts, man Uniform Shop during opening hours.

Fundraising Committee

- Prepare the yearly Fundraising Plan and Schedule
- Research and report on possible Fundraising activities for CHSS
- Delegate and oversee Fundraising activities
- Report all Fundraising Financial results to the P&C

Fete Committee

- Prepare Fete Schedule and Plan
- Co-ordinate all Fete Activities
- Report all plans and results to the P&C

Grants Co-ordinator

- Research all available Grants that might be applicable to CHSS
- Consult with P&C regarding possible application
- Write and submit all Grant Applications that have gained P&C approval

Buildings & Grounds Committee

- Prioritise items to be actioned
- Liaise with Grants Committee
- Liaise with Regional Facilities Officer
- Report activities to P&C general meetings
- Action approved works, obtaining quotes from contractors, suppliers and tradesmen

OSHC Liaison Officer

- Report to P&C issues, concerns and achievements of OSHC providers

Fete Treasurer

- Account for funds collected during Fete activities

Tennis Court Liaison Officer

- Liaise with contracted Tennis Court Lessee

- Ensure maintenance and upkeep of court facility

Hall Hire Co-ordinator

- Co-ordinate and negotiate all Hall Hire

Crockery Hire Co-ordinator

- Co-ordinate Crockery Hire ins and outs

Band & Choir Uniform Officer

- Ensure safe storage of Band & Choir Uniforms
- Co-ordinate and schedule Uniform use
- Ensure maintenance and supply of Uniforms

Sports Uniform Officer

- Ensure safe storage of Sports Uniforms
- Co-ordinate and schedule Uniform use
- Ensure maintenance and supply of Uniforms