EXECUTIVE COMMITTEE
POSITIONS VACANT

P&C members can nominate for an Executive position and each nominee goes to a vote for election at the Annual General Meeting each March. Executive Committee members serve in an honorary capacity.

**P&C PRESIDENT**

*Estimated effort: 30 hours per month*

- Provide leadership and accountability and ensure the P&C, including all of its sub-committees and working parties, is operating effectively and complying with relevant P&C legislation and regulations.
- Foster good communication and relationships amongst P&C Executive, P&C members, the School and the broader community.
- Preside at and Chair every meeting of the Association.
- Be a signatory on P&C accounts.

The P&C President also sits on the School Council.

The P&C President also has additional responsibilities along with personal legal obligations regarding the operation of the OSHC service.

This role is supported by a permanent part-time P&C staff member.

For more information, speak to current P&C President Brendan Gilmour (samfordpandcpresident@gmail.com).

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**P&C VICE-PRESIDENT (SUB-COMMITTEES AND WORKING PARTIES)**

*Estimated effort: 15 hours per month*

- Provide leadership for sub-committee and working party groups and act as their first point of contact.
- Ensure all sub-committees and working parties are running effectively and complying with relevant legislation and regulations.
- Preside at every meeting of the Association.
- Be a signatory on P&C accounts.

For more information, speak to current P&C Vice-President Amanda Holding (samfordpandcvp1@gmail.com).

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**P&C VICE-PRESIDENT (OSHC)**

*Estimated effort: 15 hours per month*

- Oversee the daily operation of the OSHC service, ensuring it is running effectively and complying with relevant legislation and regulations.
- Provide mentoring for the OSHC leadership team and staff.
- Preside at every OSHC leadership meeting.
- Preside at every meeting of the Association.
- Be a signatory on P&C accounts.

For more information, speak to current P&C Vice-President Melissa Gjerek (samfordpandcvp2@gmail.com).

(Treasurer and Secretary position descriptions – over page)
P&C TREASURER
Estimated effort: 20 hours per month

- Maintain overall responsibility for the financial management of the P&C, including all subcommittee accounts.
- Comply with the Accounting Manual for P&C Associations.
- Prepare an annual budget for the P&C.
- Supply a financial statement at each meeting.
- Make all financial records available to the auditor.
- Prepare annual statements, which must be audited and a copy forwarded to DET regional office.
- Maintain accurate accounts of receipts and expenditure.
- Preside at every meeting of the Association.
- Be a signatory on P&C accounts.

The P&C Treasurer also has responsibility for the financial management of all sub-committees and sits on the OSHC and Uniform Shop sub-committees.

This role is supported by a permanent part-time P&C staff member.

For more information, speak to current P&C Treasurer Allan Neilsen (samfordpandctreasurer@gmail.com).

P&C SECRETARY
Estimated effort: 10 hours per month

- Maintain attendance records and a register of members.
- Prepare the agenda and all relevant documentation for each meeting.
- Record the minutes for each meeting.
- Collect and deal with correspondence in/out as directed by the P&C.
- Organise, record and maintain information pertaining to the activities of the P&C.
- Hold custody of P&C Association documents.

The P&C Secretary also sits on the OSHC and Uniform Shop sub-committees.

For more information, speak to current P&C Secretary Nicole Herbertson (samfordpandcsecretary@gmail.com).