Dear Parents and Carers,

Parents and Citizen’s Associations provide a range of valuable support for schools and offer an excellent opportunity for parents to get to know more about education and school activities, meet new people and work together to make a difference.

During Second Semester 2015, the school council investigated school community interest in Belmay’s Parent Group becoming a fully functioning Parents and Citizen’s Association. Support was sought from the WA Council of School Organisation (which looks after P&C’s) and an information meeting was held. Interest has grown and the School Council has agreed that we will proceed with an AGM at the beginning of first term next year.

Enclosed in this leaflet is information about meeting dates and the roles of P&C office bearers.

We urge all interested school community members to consider being a part of a new and invigorated P&C Association at Belmay.

The Parent Group will be holding a welcome meeting next year on Wednesday 10th February at 9.00 am in the P&C building (located behind the covered assembly area).

Please also save the date for the Annual General Meeting

6.00 pm Monday 22nd February
Venue: School Library

We look forward to welcoming interested school community members to continue to support the growth and development of our students.

Yours faithfully,

David Gerstorfer (School Council Chairperson)
Pippa Gillett (Principal)
Alexis Gorbould (Parent Group Fund raising co-ordinator)
Jacqui Hamling (Parent Group Treasurer and School Banking Co-ordinator)
Kylie Watson (Book Club Co-ordinator)
Shannon Curtis (Uniform shop coordinator)
**General Information:**

There are a range of regulations that P&C Associations are required to work under. Members are required to pay a token joining fee each year (paid at the AGM). A school of Belmay’s size requires 10 members at each general meeting (at least one per term) to discuss ideas, make plans, listen to reports from executive and committees and make decisions on financial matters. Smaller committee/team meetings can occur in between the main meetings to action the decisions made. Written minutes are kept for all meetings. All meetings are open to all members.

A training session will be provided through WACSSO for the newly formed P&C next year.

**P&C Position Descriptors**

**President Role**
The executive role as president chairs all general meetings and executive meetings of the association and includes:

- Providing leadership
- Acting as a spokesperson for the association
- Reporting to P&C meetings about the activities of the P&C
- Exercising some supervision of the functions of other office bearers ensuring adequate and efficient communication exists between members of the association and the members of the school council
- Encouraging parents to participate
- Ensuring good communications with the school
- Responding to correspondence emails and letters as required
- Resolving issues through P&C executives participation
- Providing guidance and P&C Executive support to P&C Sub-committees and P&C representatives
- Expected level of Effort: 25 hours/month

**Vice President Role**
This Executive role includes presiding as chair at meetings where the President is absent.

- Being familiar with the operation of the P&C
- becoming acquainted with the duties of a President
- having a working understanding of meeting rules and procedure
- undertaking tasks to reduce the burden of the President.
- Oversighting P&C Sub-committees work by selectively attending subcommittee meetings and then assisting the P&C meetings accordingly.
- Oversighting P&C Representative’s work in School Committees by selectively attending School committees and then assisting the P&C meetings accordingly.
- Expected Level of Effort: 15 Hour / month

**Secretary Role**
This Executive role, in addition to the primary responsibilities of this position are to:

- prepare and circulate P&C meeting agendas
- record and circulate minutes from P&C meetings within seven days
• maintain contact lists for P&C position holders
• maintain an actions list from meetings
• The demands of this position can fluctuate but on average requires a minimum commitment of 10 hours per month.

Treasurer

This Executive role entails:
• Receipt and care of all P&C monies.
• Payment of authorised bills from P&C funds.
• Bookkeeping of P&C accounts.
• Organising insurance for the P&C.
• Reporting to P&C members on a regular basis the receipts and payments handled.
• Preparing a Financial Statement of Income and Expenditure and a Balance Sheet for the audit of the P&C books.
• The demands of the role vary throughout the year. In the first half of the year the hours needed are minimal, but at least 10 hours a month is needed in the second half of the year.

Public Officer

This Executive role is to act as a contact point between the P&C Committee and the WACSSO (West Australian Council of State School Organisations).
This involves
• lodging an Annual Return with WACSSO and notifying them of any changes, such as changes to the Committee or changes to Committee objects or rules.
• The Public Officer role requires around 10-15 hours annually.

P&C Communications Officer

This Executive role manages the P&C website input and includes:
• ongoing management of content to ensure the site is current and up-to-date;
• promotion of P&C activities online such as Fundraising, Uniforms and Canteen.
• publishing relevant P&C documents such as minutes as required;
• and attending to occasional emails
• The time commitment is estimated to be 4 - 5 hours per month including meetings.

Assistant Secretary

This role supports the P&C Secretary by
• undertaking the Secretary's role if he/she is unavailable to attend P&C meeting/s
• providing additional administrative support as needed/requested.

Assistant Treasurer

This role supports the P&C Treasurer by
• undertaking the Treasurer's role if he/she is unavailable to attend P&C meeting/s
• providing additional administrative support as needed/requested.
**Grants Officer**
This role develops contacts and applies for relevant grants and requires liaising with the school as applications depend on the preferences and commitment of the school.

**Lost Property Coordinators x 2**
This position involves sorting the cupboards every 1 - 2 weeks. Items need to be separated into named and unnamed items.

**P&C Sub-Committees**
The P&C Association welcomes parents and carers who are keen to support the school and help raise funds.
- Support and fundraising services are structured in the form of the P&C sub-committees.
- Support the school with events such as KidsMatter, sports carnival.
- They coordinate their own activities but report to the P&C Executive.

**Fundraising and Sponsorship Sub-committee**
This committee will ensure a coordinated approach to P&C fundraising activities and obtaining much needed sponsorship and grants for the Lap-A-Thon, Discos, Scholastic, raffles and other activities.

**Team leaders**
Volunteers are required for fundraising and to start organising these events from quite early in the year.

**P&C Delegate**
The primary responsibilities of this position are to:
- attend the monthly meeting of the P&C Council
- represent the views of the P&C at Council meetings
- report back to the association on the meetings
- initiate discussion on system education issues
The demands of this position can fluctuate but requires a commitment of around 6 hours per month.

We look forward to welcoming present and new families to join with us to support our wonderful school.