

## P&C role descriptions

As stated in the BBSC Constitution our objective is to promote the interests of, and facilitate the development and further improvement of the School.

The main function of the P&C is to provide support, both resource and financial, to the school. The P&C operates the school canteen, café and uniform shop and, in accordance with its agreed philosophy, will consider any other opportunities to grow the P&C business. Any profits made are then spent on the school. All funding requests from staff, teachers and students are then considered by the committee.

### COMMITTEE POSITION

- President
- Vice-President (x2)
- Secretary
- Treasurer
- Assistant Treasurer
- Committee Member (Min. of 5)

**President:** Chair of monthly meeting. Provides leadership and is the accountable officer of the Association.

**Vice-President:=** Chair meetings when President is absent. Provide support to President and other Executive positions.

**Secretary:** Prepare and present Minutes and Agenda for each meeting. Record and deal with correspondence in and out and maintain information pertaining to the activities of the P&C.

**Treasurer:** Overall responsibility for the financial management of the P&C. Responsible for monthly financial report to meeting and must keep accurate accounts of receipts and expenditure.

**Assistant Treasurer:** To provide a backup for Treasurer and assist in preparation of monthly financial reports. If possible to take over Treasurer position if it becomes vacant.

**Committee Member:** Attend monthly meetings and assist all Executive Members if needed. Only Members who are listed as current members in the Register of Members are entitled to vote on matters raised at a meeting.