Parents & Citizens Association

P&C AGM Fact Sheet

P&C Associations are established to:
- Promote the interest of the school by bringing parents, citizens, students and teaching staff into close co-operation;
- Assist in providing facilities and equipment for the school and promoting the recreation and welfare of the students at the school;
- Encourage parent and community participation in curriculum and other education issues in schools;
- Assist and co-operate with teaching staff at public functions associated with the school;
- Be responsible for the election of parent representatives to any school council constituted at the school in consultation with the principal of the school.

The Smith’s Hill High School normally meets from 7:30pm on the third Monday of each month, although not normally when such evenings occur during school holidays. Current location is the school library. At the AGM, the various roles must be filled by election, with others optional, as detailed below.

Office Bearers (as prescribed by Constitution)

- **President** - responsible for successful functioning of the P&C Association towards attainment of its objectives; chairs its meetings; acts as P&C spokesperson; maintains lines of communication with the Principal; signatory on the P&C bank accounts; ex-officio member of School Council.
- **Vice Presidents** (x2) - assist the President in his or her responsibility; may be invited to chair meetings of P&C Association or any of its sub-committees.
- **Secretary** - prepares meeting agendas (in consultation with President) and minutes and distributes same; handles correspondence; issues official notices and maintains all official P&C records including membership register; typically a signatory on the P&C accounts.
- **Treasurer** - responsible (along with all members) to ensure compliance with financial accountability requirements; receives and deposits monies, maintains records, draws cheques and presents accounts at every P&C meeting; may delegates book-keeping (as is our practice); signatory on the P&C accounts.

Other Representative Positions

E.g., P&C sub-committees, as well as Departmental and external committees, which include P&C reps.

- **School Council** (3 elected, plus the P&C President ex-officio) - Chaired by the Principal with teacher and school captain representation etc., alongside parents and citizens; this is the group responsible for setting a school’s goals and future directions; includes assessing the school’s financial needs and giving the Principal advice. The school council does not employ staff, nor manages the school, nor chooses the teaching programs.
- **Public Officer** - an incorporated association’s official point of contact with NSW Fair Trading, responsible for all association documents.
- **Publicity Officer** - prepares P&C meeting summaries for school newsletter; advertises and otherwise aids in reporting P&C activities and initiatives.
• **Assistant Secretary** - role not currently filled, but would assist the Secretary in his or her responsibility; prepare minutes (and if needed, agenda) from P&C meetings in absence of Secretary. • Environment sub-committee - alongside staff and student membership, discusses maintenance and improvement of external school environment.
• **Canteen sub-committee** - does not currently exist, but liaison with the manager of this important service to the school community and source of fundraising.
• **Fundraising sub-committee** - does not currently exist, but strong interest recently expressed in forming a sub-committee for P&C fundraising purposes

The P&C needs to determine how many members to elect to each sub-committee.

**Other important AGM rules**

- No more than one Office Bearer role can be held by the same person.
- Members of the same family can hold Office Bearer positions at the same time.
- Only financial P&C members are eligible to vote at P&C meetings and to stand for positions on the P&C Association.
- Payment of the membership fee ought to be made by the close of one meeting so that the member is eligible to exercise membership rights (e.g., vote) at the next meeting; i.e. the rules indicate you ought not to vote (or be elected) on the same night you first pay your membership fee. (Note: there has sometimes been some flexibility in observing this rule in the past.) Sandy Grant Secretary