The document is intended as a general guide for all the official office bearers of the Rockdale Public School Parents and Citizens (P&C) Association. The words “P&C” or “Association”, refers to the Rockdale Public School (RPS) P&C Association. Once finalized, this document is to be passed at the next P&C Annual General Meeting (AGM). This document can be revised annually at subsequent AGMs should any updates become necessary. It is recommended that this document is reviewed occasionally and be provided to all current office bearers annually at election time or anytime upon request by interested P&C general members.

The RPS P&C Association thanks all office bearers for kindly donating their time, money and services to the school. The dedication of all P&C members, especially the executive committee members, is highly valued and appreciated.

President
The role of the President at Rockdale Public School P&C Association is:
- To provide leadership.
- To chair all general and executive committee meetings of the Association, if unable to attend any meeting, send in apologies in advance and the Vice-President/s or other Executive Member will step in.
- To act as a spokesperson for the Association.
- To report at meetings about the activities of the Association.
- To supervise broadly the work of other office bearers.
- To ensure effective communication between the members of the Association and the executive of RPS.
- To help RPS by representing the Association at various major events, especially the Kindergarten Orientation.
- To encourage parents to participate.
- To manage the Uniform Shop (see attachment A).
- To be a signatory on the Association’s bank account.

Vice Presidents
The role of the President at Rockdale Public School P&C Association is:
- To step into the role of the President should they be unavailable.
- To undertake a variety of tasks which may help to reduce the workload of the President.
- To liaise closely with the President.
- To be a signatory on the Association’s bank account.
- To help with phoning for bank balances & other finances such as paying invoices.
- To help with fundraising such as Mother’s Day Stall, Easter Raffles etc.
- To help with the school uniform shop.
- To attend as many P&C general and executive committee meetings as possible. If unable to attend, send in apologies with some notice.
Secretary

The role of the Secretary at Rockdale Public School P&C Association is:

- To notify the school community of upcoming P&C general meetings.
- To be responsible for writing the agenda for P&C general meetings.
- To record and store P&C general or executive committee meeting minutes.
- To produce copies of P&C general and executive committee meeting minutes, agendas at each meeting for all the members attending.
- To produce and distribute special executive meeting minutes or reports as needed.
- To collect & store P&C related information for the Association as given by other P&C members, school staff or community members.
- To manage the Association’s correspondence if required.
- To be a signatory on the Association’s bank account.
- To help with updating the P&C webpage on the school website by providing the school network administrator all the relevant information and files for upload.
- To help update the P&C noticeboard, produce any signs and notices needed for fundraising events or important P&C related information to the school community.
- To provide help for the P&C at various fundraising events.
- To liason closely with the President and Vice-President/s.
- To attend as many P&C general and executive committee meetings as possible.
- If unable to attend any general or executive committee meeting, give apologies in advance. The secretary must then send in the last meeting minutes along with the new agenda and appoint a proxy to take the current meeting minutes. The secretary may type up the missed meeting notes or appoint the proxy or school administration staff to assist if needed. The school administration has a copy of a general P&C agenda on available on the school network.

Treasurer

The role of the Treasurer at Rockdale Public School P&C Association is:

- To bank all money received.
- To make arrangements for signing cheques.
- To pay all invoices.
- To record all money received and paid.
- To keep copies of receipts and invoices.
- To prepare reports for the P&C Association accounts on its financial position for each meeting.
- To ensure adequate insurance for all the Association’s activities and assets.
- To arrange for financial records to be audited yearly.
- To be a signatory on the Association’s bank account.
- To attend as many P&C general and executive committee meetings as possible.
- If unable to attend any general or executive committee meeting, give apologies in advance and send in the current treasurer’s report (if possible) and appoint a proxy to present the report.