



MOUNT HAWTHORN PRIMARY SCHOOL

P&C Roles & Responsibilities

President	Chair meetings, act as spokesperson for P&C, approve payments, liaise with school staff, is “ex officio” member of all committees
Vice President	Understudy to President, support various committees, hold school keys to storage area, approve payments, liaise with WACSSO where necessary
Treasurer	Manage finances & accounts, authorise payments, prepare financial report for each meeting, liaise with Bookkeeper, prepare books for audit, completion of tax & superannuation documents
Secretary	Organise meetings & minutes, maintain P&C documents, manage correspondence, authorise payments
Uniform shop convenor	Oversee operations of uniform shop, prepare report for meetings
Canteen convenor	Oversee operations of canteen, prepare report for meetings
Grounds convenor	Oversee Grounds committee, meet with school staff where necessary regarding grounds issues; prepare report for meetings
Communications	Promote the P&C within the school; liaise with office staff to produce newsletter and any relevant Flexibuzz publications.
P&C Board Liaison	Represents the P&C on the School Board; prepare report for meetings
Events	Oversee Events committee, organise and promote social and fundraising events to school community, prepare report for meetings
Safety	Oversee Safety committee, co-ordinate & promote Safety House initiative, meet with school staff where necessary regarding pedestrian & traffic safety issues, prepare report for meetings
Grants	Investigate & procure grants to benefit the school community, sometimes in conjunction with the school, prepare report for meetings
Fathering Project	Promote involvement, co-ordinate meetings & functions for school dads
Fair (2020)	Form and manage a committee to co-ordinate school fair (in fair years only)