



Mount Hawthorn Primary School P&C Association Inc.

Vice President

Position Description

The P&C structure consists of the Office Bearers (President, Vice President, Secretary and Treasurer) and the sub-committees (e.g. Grounds committee, Events committee etc)

Each of these sub-committees has a Convenor, or committee head, and they, along with the Office Bearers form what is called the Executive Committee.

The role of the Vice President can be very much what you would like to make it. Working as a team with other Office Bearers (President, Treasurer and Secretary), various sub-committee members and the school is a rewarding and gratifying experience.

- Act as the understudy for President, performing the President's duty or chairing meetings in their absence.
- Be familiar with the rules, operations and meeting procedures of the P&C
- Attend one general and one exec meeting per term
- Provide support for President, Treasurer and Secretary (fellow office bearers)
- Foster good communication between P&C, school and community
- Assist in the promotion and running of events, functions and fundraising activities
- Be signatory for bank accounts; approving electronic payments where necessary
- Liaise between the parent body and the school on issues or queries that are raised
- Be in possession of the P&C's copy of keys to the school, to access storage area and some rooms as needed

The role is not a taxing one and most weeks will take up very little of your time. Working with members of the school community who you might not otherwise meet and being part of positive changes to the school is interesting and satisfying and thoroughly recommended.