

## 1 KGSC P&C ASSOCIATION – EXECUTIVE POSITIONS

All executive positions on the Kelvin Grove State College Parents and Citizens Association (KGSC P&C) committee become vacant at the Annual General Meeting (AGM). If you would like to nominate for an executive position, please email your nominations to [kgscpcpresident@gmail.com](mailto:kgscpcpresident@gmail.com) before the AGM OR nominations will also be accepted at the AGM.

## 2 KGSC P&C - WHAT DO WE DO?

### 2.1 Our aims

The KGSC P&C promotes the interests of, and facilitates the development and further improvement of, the school, by promoting parent participation, encouraging close cooperation between parents, students and staff, and promoting positive community support.

We aim to:

- Foster general community interest in educational matters
- Encourage closer cooperation between the parents of students attending the school, other members of the community, staff and students of the school/centre
- Provide advice and recommendations to the Principal of the school on issues and concerns in respect of students and the general operation and management of the school
- Provide or assist in the provision of financial or other resources or services for the benefit of students of the school
- Perform any other functions as the Minister may determine, not inconsistent with the Education (General Provisions) Act 2006.

### 2.2 Our businesses

The KGSC P&C is responsible for the operation of 3 businesses:

- Outside School Hours Care (OSHC)
- Tuckshops (Junior and Middle/Senior)
- Stationery and Uniform Shop (Subshop)

Annual revenue from the P&C businesses is around \$1.5 million. Of this, around \$300,000 is provided to College each year.

### 2.3 Our meeting guidelines

We welcome engaged interested parents and citizens but not “self-interested” parents. That is, we are interested in issues that relate to many students and not just an individual’s child or children. If you have an issue, we would encourage you to speak to your child’s teacher in the first instance. We encourage a ‘cuppa and cake’ prior to the meeting starting and am happy to have a social chat after the meeting.

### 3 P&C ROLES

All P&C executive roles and general member roles are voluntary. The P&C does have paid employees (e.g. Tuckshop staff, Business Operations Manager). These paid roles are recruited like they would be for any other business.

#### 3.1 GENERAL P&C MEMBER

Being a P&C Member means that you can vote at P&C meetings and be involved in decision making. It doesn't mean that you always need to attend meetings. Under our constitution, all memberships lapse at the AGM. This means that everyone needs to reapply for membership each year.

To be able to vote at any P&C meeting, you must complete a membership form and attend a meeting. The one exception to this, is the annual AGM. This is the only meeting at which membership forms can be lodged without attending the meeting. At the end of each P&C meeting new memberships are lodged. The new members are eligible to vote at any following P&C meetings until the AGM when all memberships lapse.

#### 3.2 KGSC P&C EXECUTIVE POSITIONS

The KGSC P&C executive roles include:

- President
- Vice-President
- Treasurer
- Secretary

Overview of the main tasks of each of these positions is outlined below:

##### 3.2.1 President:

- Attend and chair P&C meetings (once a month, Monday 6.30-9 pm)
- Coordinate and attend meetings with other executive officer as required (typically once a month during school term)
- Attend College Council meetings (once a term, Thursday 3.30-5 pm)
- Attend some Business Operation Committee (BOC) meetings (once a month)
- Be the 'public face' of the P&C (typically once a month)
- Be familiar with the rules, operations, and procedures of the P&C
- Participates in recruitment of new staff
- Participate in annual performance reviews of business managers (x4)
- Approve online financial transactions (once to twice a week)
- Sign and approve invoices for payment (once a month)
- Must obtain a Blue Card
- Support Business Operations Manager (BOM) with Human Resource and other management issues as required

##### 3.2.2 Vice-President

- Stand in for the President, if necessary (see President tasks)
- Be familiar with the rules, operations, and procedures of the P&C
- Attend meetings with other P&C executive officers as required (typically once a month during school term)
- Must obtain a Blue Card
- The Vice-President may also be the chair of a sub-committee (see Sub-Committee Chair tasks)

### 3.2.3 Treasurer

Annual revenue from the P&C businesses (Out of School Care, Senior and Junior Tuckshop and Uniform and Bookshop) is around \$1.5 million. Of this, around \$300,000 is provided to College each year. The Treasurer is supported by a part-time Book-keeper and the Business Operations Manager (BOM).

- Attend and provide Treasurer's report at P&C meetings (once a month, Monday 7-8.30 pm).
- Attend some Business Operation Committee (BOC) meetings (once a month)
- Attend meetings with other P&C executive officers as required (typically once a month during school term)
- Approve online financial transactions (once to twice a week).
- Sign and approve invoices for payment (once a month)
- Has oversight of sub-committee financial transactions
- Oversees preparation of annual financial statement that is externally audited
- Be familiar with the rules, operations, and procedures of the P&C and in particular the P&C accounting rules
- Must obtain a Blue Card

The Book-keeper assists the Treasurer by undertaking the following tasks:

- Loads the staff pays for approval (once a fortnight)
- Collates invoices for payment and signing (once a month)
- Loads the payments for approval (once per fortnight)
- Keeps accurate financial records (expenditure and income) for all P&C businesses
- Prepares quarterly BAS statements and coordinates BAS payments
- Keeps accurate financial records of funds transferred to College
- Prepares annual financial statement for external auditing

### 3.2.4 Secretary

- Maintain P&C membership list
- Attend and record minutes at P&C meetings (once a month, Monday 7-8.30 pm).
- Attend meetings with other P&C executive officers as required (typically once a month during school term)
- Work with the Business Operations Manager (BOM) and other sub-committees to prepare agenda (e.g. motions that are required)
- Prepare and distribute agenda for P&C meetings (once a month)
- Keep record of incoming and outgoing correspondence
- Approve online financial transactions (once to twice a week) if Treasurer or President is away
- Be familiar with the rules, operations, and procedures of the P&C
- Maintain record of P&C minutes
- Maintain and track progress of motions approved at P&C meetings
- Must obtain a Blue Card

## 3.3 OTHER P&C ROLES

### 3.3.1 Sub-Committee Chair

The KGSC P&C currently has 3 subcommittees, including:

- Junior Parents Advisory Group (JPAG)
- Swimming Club
- Music Supporting Group (MSG)

From time to time, these sub-committees may change.

The chair of each sub-committee must:

- Attend and chair sub-committee meetings (once a month, a week before P&C meetings)
- Attend P&C meetings and provide sub-committee update (once a month, Monday 7-8.30 pm)
- Work with subcommittee members to coordinate volunteers and events throughout the year
- Be familiar with the rules, operations, and procedures of the P&C
- Coordinate forward planning meeting of events (once a year)
- Put forward motions for approval at P&C meetings (once a month)

### 3.3.2 QCPCA Representative

- Attend Qld P&C meetings and provide feedback on issues that are of concern to the KGSC P&C and things that are working well (every one-two months)
- Attend P&C meetings and provide update of Qld P&C activities and resources (once a month, Monday 7-8.30 pm)
- Attend College Council meetings (once a term, Thursday 3.30-5 pm)