

Bellingen High School P & C Association's office bearers

Members of your parent association who have been elected to specific roles are referred to as the office bearers. Together they form the executive committee. The make-up of the executive committee is specified in the constitution.

Suitability of office bearers

As an incorporated association, certain people are unable to act as office bearers, for example, those facing insolvency or with a serious criminal conviction. The simplest way to address this is to ask all nominees for office bearer positions to sign a short declaration form asserting their suitability for the role. This helps protect your association from fraud. A sample nomination and declaration form is available on our website which also includes a declaration on Conflict of Interest.*

**The Australian Charities and Not-for-profit Commission have excellent publications on their website (www.acnc.gov.au) on protection from fraud and managing conflict of interest.*

Major roles and responsibilities

The president

- chairs all general and executive committee meetings of the association
- provides leadership
- acts as a spokesperson for the association
- reports to P&C meetings about the activities of the P&C (the president's report)
- exercises some supervision over the functions of other office bearers
- ensures adequate and efficient communication exists between the members of the association, the members of the school board and the school/principal
- encourages parents to participate.

The vice-president

- presides as chair at meetings where the president is absent
- should be familiar with the operation of the P&C and the duties of president

- needs a working understanding of meeting rules and procedure
- undertakes tasks to reduce the burden of the president.

The secretary

- draws up, in consultation with president, the meeting agendas
- keeps full and correct minutes of P&C proceedings and meetings
- acts upon decisions as directed by the meeting
- attends to the correspondence of the association, checking incoming mail regularly
- looks after the association's documents
- maintains a register of members (unless otherwise stated in the constitution).

The public officer

- is the point of contact between the P&C and the Office of Regulatory Services (ORS)
- must be a resident of the NSW and over 18 years of age
- this position is a requirement of the Associations Act, but is a minor role in the running of the P&C and is often held by the secretary or another office bearer.

The treasurer

- is responsible for all funds received and spent, including all subcommittee accounts
- prepares regular reports to P&C meetings
- prepares the association's account for an annual audit