



Members of the P&C who have been elected to specific roles are referred to as the office-bearers. Together they form the executive committee. The makeup of the executive committee will be specified in your constitution

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.

See the template handover notes on our [website](#) for more on the president's role.

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).

See the template handover notes on our [website](#) for more on the secretary's role

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

See [Information Sheet 32](#) for more details on the treasurer's job.

The Council delegate

- attends monthly meetings of the ACT Council of P&C Associations (Council)
- represents the views of the school's P&C at Council meetings
- reports back to the P&C on items of interest from Council meetings
- initiates discussion on system-wide issues.

See [Information Sheet 37](#) for more details on the role of Council delegate.

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 ACT and over 18 years of age.