1.1 Description of Executive Committee

1.1.1 The President provides leadership and is the accountable officer of the Association. Their role is to act as a representative of the Association, encourage communication between the Association, school administration and the community and encourage participation in the Association. The President will be the Chair of meetings and conduct them in an efficient and timely fashion, being familiar with the rules, constitution and other documents governing Association operations.

1.1.2 The Vice-President provides essential support for the President and possibly other members of the Executive Committee. They will Chair those meetings from which the President is absent and carry out any duties that have been delegated by the President. They should also be familiar with the rules, constitution and other documents governing Association operations.

1.1.3 The Secretary collates the agenda papers for each meeting, (including subcommittee reports) and assists the President in preparing an agenda for each meeting. They prepare and present minutes of the Association's meetings, record and deal with correspondence in/out as directed and generally organise, record and maintain information pertaining to the activities of the P&C.

1.1.4 The Treasurer has the overall responsibility for the financial management of the P&C, including all subcommittee accounts. In their role they must comply with the Accounting Manual for P&C Associations in all respects. They prepare an annual budget and Annual Operational Plan for the P&C in consultation with the Association's Executive Committee, and should be involved in the preparation of the school budget. It is the Treasurer's responsibility to keep accurate accounts of receipts and expenditure.