

President

The President has overall responsibility for the functioning of the P&C. Tasks include:

- Chairing of P&C Association meetings
- Ensuring the P&C Association's objectives are met
- Ensuring that the P&C Association takes part in key decision-making processes in the school
- Maintaining effective lines of communication with the Principal and establishing a positive and constructive relationship with the Manly West school administration
- Creating a welcoming environment for P&C Association members (including prospective members and relevant stakeholders)
- Setting agendas for P&C Association meetings
- Overseeing adherence to the constitution, by-laws, rules, policies, and procedures
- Acting as the P&C Association's spokesperson
- Being a signatory on the P&C Association's bank accounts

Time Commitment: varies, however allow approximately 4+ hours per week as the President is also responsible for overseeing the roles and responsibilities of the P&C business units/paid employees.

Vice President x 2

The Vice President is the 'second in command'. Tasks include:

- Backup chairperson
- Supporting the President, Secretary, and Treasurer in their roles
- Shadowing the Treasurer and Secretary to act as a back-up
- Often assigned oversight of key operations, e.g. canteen, uniform shop, WWCC
- Signatory to P&C Association bank accounts

Time Commitment: varies during Term depending on activities, plus attendance at all P&C Meetings (AGM + General Meetings).

Secretary

The Secretary is responsible for carrying out the administrative tasks of the P&C. This includes (but not limited to) preparing all meeting agendas, responding to correspondence, collecting reports for the meetings, prepare minutes and communicating with the parent community.

Time Commitment: 2+ hrs per week in Term 1 preparing for the AGM. Thereafter, 1-2 hrs per Term plus attendance at all P&C Meetings (AGM + General Meetings).

Treasurer

The Treasurer assists the P&C to comply with its financial accountability requirements. The Treasurer liaises with the P&C's bookkeepers, authorises payments and presents financial accounts at P&C Meetings. They also ensure that all funds held and handled by P&C are properly and openly accounted for. Other tasks include:

- Organising the annual audit of accounts

- Coordinating annual budget for each of the business units
- Being authorised signatory to P&C Association bank accounts

Time Commitment: about 2 hours/ week (more when preparing for audit, budget or P&C meetings), plus attendance at all P&C Meetings (Finance, Executive, AGM + General Meetings).

Executive x 6

The Executive provide support to the President, Vice President, Treasurer and Secretary.

Time Commitment: 1 - 1.5 hour Executive meeting per Term and attendance at P&C Meetings (1 per Term). There could also be various projects the Executive could be part of which would require additional time.

P&C COMMITTEES

Events and Fundraising Convenor + Committee Members

This is where all the fun happens! The Events and Fundraising team coordinate all the events at Manly West, including Mother's and Fathers' Day stalls, Easter festivities, Kindy cocktail welcome events and many more. In 2022, the committee spearheaded the Centenary celebrations. This team is instrumental in raising much needed funds for the School.

Time commitment: Varies depending on event and number of volunteers. The more volunteers, the less hours everyone needs to contribute.

BASC Convenor + Committee Members

The BASC Convenor works closely with the BASC Coordinator in the delivery of the Before and After School Care at Manly West. Over the years, this committee has been instrumental in increasing the number of positions available at BASC and sourcing and securing additional buildings for the program.

Time Commitment: 1 hour committee meeting and preparation of committee report for P&C General Meeting once a Term.

Canteen Convenor + Committee Members

The Canteen Convenor (supported by the Canteen Committee) works closely with the two Canteen Coordinators and provides support to menu development and staffing requirements.

Time Commitment: 1 hour committee meeting and preparation of committee report for P&C General Meeting once a Term. Additional time may be required for interim projects.

Environment and Kitchen Garden Convenor + Committee Members

Sustainability is a key focus of the Manly West Environment Committee. Working with the school and the Student Representative Council, the team has:

- developed numerous waste-reduction and recycling initiatives to progress Manly West's War on Waste.
- established the Kitchen Garden program
- supported the minimisation of waste at events such as the Manly West Carnival and the Mothers' Day stall
- set up the collection of 10c containers from homes and school with ReCollect
- organised the installation of solar panels and rainwater tanks
- managed lost property and sold unclaimed lunch boxes and containers back to the community
- eliminated single-use cups and sauce sachets from the canteen
- contributed to landscaping and grounds maintenance.

The major project in recent years has been Waste-free Wednesday, now in its 3rd year and making a major impact on the amount of rubbish created by school lunchboxes.

There are a huge range of projects that you could get involved with. Each year's program depends on the interests and capacity of the committee. There are several projects on the back burner - such as setting up regular second hand 'Fabulous Finds' markets, introducing refillable pens and glue sticks, and promoting walking and cycling to school.

Time Commitment: 1 hour committee meeting and preparation of committee report for P&C General Meeting once a Term, plus any additional projects you may be involved in.

Band Convenor + Committee Members

The Band Committee assists Penny in the running of the band program. It is a forum for Manly West parents to have involvement in the program and explore other opportunities the Manly West bands could be involved in.

Time Commitment: 1 hour committee meeting and preparation of committee report for P&C General Meeting once a Term.

Finance Convenor + Committee Members

The Finance Committee meets once a term (usually on the 4th Tuesday of week 4) to discuss P&C finances. These include reviewing financial reports for the past term, discussing proposed donations to the school, annual budgets, annual audit and other accounting or financial matters. The P&C employs 2 part-time bookkeepers, who assist in the preparation of reports, and attend the Finance Meeting alongside the P&C President, Treasurer, and any Finance Committee members.

A background in accounting or finance is welcome to join this committee, but not necessary.

Time Commitment: 3 hours a Term, including meeting attendance and possible ad hoc projects.

Uniform Convenor + Committee Members

The Uniform Convenor (supported by the Uniform Committee) provides support to the P&C Uniform Coordinator as necessary, including meeting regularly, reviewing any uniform updates, and assisting in the uniform shop.

Time Commitment: 1 - 2 hours per Term, including meeting attendance and preparation of committee report. Additional volunteering in the uniform shop if possible.