



DURAL PUBLIC SCHOOL P&C

duralpsandc@gmail.com

Dear Dural Public School Families,

I would like to invite any interested parents or citizens to our upcoming P&C AGM to be held on Monday 29th March at 7.30pm in the school library. Visitors will need to sign in via the Services NSW QR Code which will be available on the night.

Our P&C is responsible for liaising and working with the school and its families to raise money to enhance the education, resources and facilities for our children. New members' ideas and feedback are always welcome and can be put forward in person at meetings during general business, as an agenda item, or a question or query by emailing duralpsandc@gmail.com

Our P&C has 5 executive roles that will open to applicants on the evening of the AGM. Interested parents and citizens can become financial members on the night by paying a gold coin and will therefore be available to vote for the incoming executive team and any matters that require a P&C vote. The available roles and a description of what they entail are listed below. Naturally, the role descriptions are a guide to the role and any executive role may include additional responsibilities not listed as they arise. If you have any questions, please feel free to email duralpsandc@gmail.com

P&C President

The P&C President is responsible for formulating the annual objectives for the P&C with members and the school principal, and delegating duties in order to achieve this plan. The P&C President chairs the Executive and P&C Meetings, represents the P&C and families in regular meetings with the school principal, co-ordinates the biannual Country Fair including securing sponsors for the event, applies for any available Government or Community grants to increase the funds and resources available to our P&C, co-ordinate with the uniform shop and canteen supervisors as well as oversee working bees and fundraising events throughout the year, such as Mother's Day and Father's Day stalls and any election events. The President may also be required to participate in school events as they arise including orientation evenings, open days and any other events requiring P&C presence as well as respond to any email correspondence as needed.

P&C Vice President (2 positions)

The role of the Vice Presidents is to support the P&C President, other committee members as well as the school. Responsibilities include attending Executive and P&C meetings, being prepared to take minutes in the absence of the Secretary, chairing of Executive and P&C meetings in the absence of the President, actively assisting with any events being organised throughout the year including the biannual Country Fair, Mother's Day and Father's Day stalls, election events and working bees as well as taking on independent projects as they arise. The Vice President may also be required to assist with school events as they arise including orientation evenings, open days and any other events requiring P&C presence.

P&C Secretary

The responsibilities of the Secretary include attending Executive and P&C meetings, taking and distributing minutes of meetings to members via email, receiving and communicating any agenda items prior to the next meeting (with the

minutes), maintaining the register of members as new members arise, assisting with P&C or school functions as they arise throughout the year, and drafting any necessary documents for the newsletter or other P&C function.

P&C Treasurer

The Treasurer manages the planning, budgeting and tracking of financial results of the P&C, ensuring compliance with Australian Accounting Standards. An accounting background is ideal for this role but not mandatory. The Treasurer is responsible for maintaining financial records, preparing monthly financial reports for meetings or when needed, the payment of any P&C expenses, receipt of payments, overseeing and regular reconciliation of the P&C bank accounts, preparing documentation and accounts for the annual audit prior to the AGM, maintaining P&C insurance, payroll for any paid employees of the P & C (e.g. canteen supervisors), planning and managing funds for the biennial Country Fair, working with the Canteen and Uniform shop treasurers, and any other tasks as may reasonably fall within this scope. We would love to see members at our AGM, both new and old, as we embark on 2021 alongside our school.

As always if you have any questions or feedback please feel free to email us.

Hope to see you on the 29th March.

Kind regards

Cara Miceli

2020 DPS P&C President.