

Drummoyne PS P&C Role Descriptions (revised 2024)

Exec Roles	Description	Time (hrs / mth)
All	Attend all P&C meetings – third Tuesday of each month	2 hours per month
President	<ul style="list-style-type: none"> ● Engage with Principal and school on current initiatives ● Collaborate with P&C, executives and sub-committees ● Maintain open and clear communication ● P&C spokesperson ● Report at P&C meetings 	10-15 hours per month
Vice-President Canteen	<ul style="list-style-type: none"> ● Lead operation of Canteen ● Report to P&C each month at Meeting ● Support canteen volunteers ● Suggest price or item changes if required ● Provide support/guidance for canteen staff on day to day matters 	5-10 hours per month
Vice-President Uniform Shop	<ul style="list-style-type: none"> ● Lead operation of Uniform Shop ● Planning and ordering of stock ● Report to P&C each month ● Support uniform shop volunteers ● Report at P&C meetings ● Be part of the school's uniform committee 	5-10 hours per month
Treasurer	<ul style="list-style-type: none"> ● Prepare financial report each month including Income and Expenditure statement and reconciled bank statements ● Liaise with bookkeeper re: payroll and expense claims ● Oversee all event income and expenditure ● Manage insurances ● Accountable for financial records ● Manage end of year audit ● Lodge all statutory returns ● Report at P&C meetings 	5-15 hours per month
Secretary	<ul style="list-style-type: none"> ● Draft agenda and minutes each month ● Chair of P&C meetings ● Record keeping ● Record and g-drive file any P&C correspondence 	5-8 hours per month

Non-Exec / Support Roles	Description	Time (hrs / mth)
Events Coordinator(s)	<ul style="list-style-type: none"> ● Manage events calendar ● Delegate event management to volunteers ● Plan, communicate and execute events ● Report to P&C ● Provide P&L statement for each event ● Ensure compliance for all events ● Report events progress at P&C meetings 	5-20 hours per month
Class Parent Coordinator	<ul style="list-style-type: none"> ● In Weeks 1-4 of each school year, work with the office team to get a class parent volunteer for every class ● Help clas parents set up their class whatsapp groups ● Throughout the year, distribute P&C messages to class parents via whatsapp 	2-3 hours per month
Sponsorship Coordinator	<ul style="list-style-type: none"> ● Approach local businesses and clubs for their financial and other support of the P&C's fundraising goals and events ● Work with and add to the existing spreadsheet of business relationships ● Delegate to other sponsorship volunteers ● Report to the President and Treasurer on invoices and payments of sponsorship ● Work closely with the events team so sponsors know what opportunities they have to sponsor and get marketing exposure ● Work closely with the social media / comms person to showcase the businesses as agreed 	5-10 hours per month
Grants Coordinator	<ul style="list-style-type: none"> ● Research applicable grants ● Work closely with the Principal to align grants and seek ideas for grants ● Report to the P&C ● Work closely with the Treasurer for grants payments and timelines 	2-6 hours per month
Communications & Social Media Manager	<ul style="list-style-type: none"> ● Attend P&C meetings to discuss the important communications we want parents and community to know about ● Keep logins for the Facebook group ● Liaise with school office to keep the P&C page of school's website current 	2-6 hours per month
IT Manager	<ul style="list-style-type: none"> ● monitor access for google drive and google mail accounts for all &C email accounts ● Assist with set up of online forms that the P&C needs to run events 	1-2 hours per month