

Congratulations!
You've been elected

President

of the P&C

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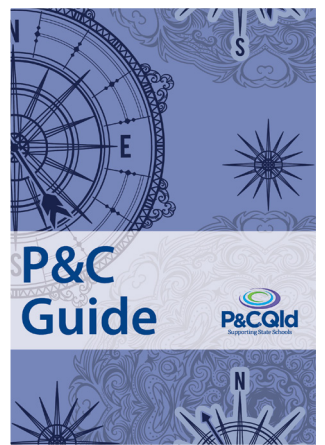
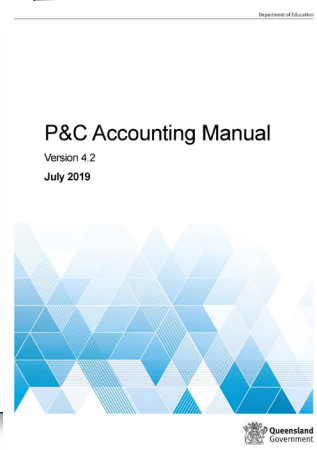
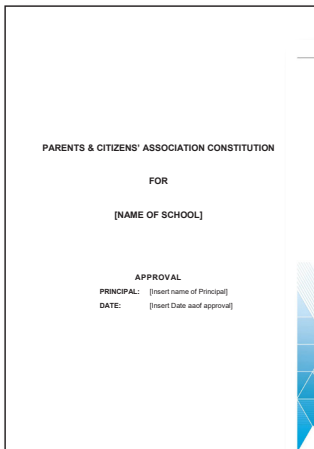
Congratulations and thank you for volunteering to assist your school community.

This booklet is designed to assist you with your new role as P&C President and provide an overview of the position.

THE P&C EXECUTIVE

You and your fellow office bearers are now the “Executive” of your P&C Association. As such, you have certain legal responsibilities, especially if your P&C Association has paid employees e.g. tuckshop convenors, outside school hours care staff etc.

The following three documents are **essential** to the success of your P&C and its operations. They contain all of the information and resources that you and your P&C will need. They are available on the P&Cs Qld and Department of Education websites:



ROLE OF THE PRESIDENT

Don't be afraid of the role. It can be complex, but also very rewarding.

1. Be familiar with the rules, operations and meeting procedures of the P&C
2. Provide leadership
3. Chair meetings
4. Act as spokesperson/representative of the P&C
5. Foster good communication between P&C, school and community
6. Encourage participation to ensure everyone can have a say
7. Accountable officer in all employment and OSHC issues

The constitution provides that the President:

- shall preside at every meeting of the association in which she/he is present
- as Chairperson shall have a deliberative vote and a casting vote
- CANNOT hold the office of Treasurer
- shall be a signatory on P&C accounts
- is the officer empowered to sign any agreement for and on behalf of the association upon resolution of the association to enter such an agreement

At the start of the year

- Familiarise yourself with the workings of the P&C.
Are there subcommittees? If so, meet with them.
- Develop a plan and set goals for the coming year, including a calendar of events/activities (in collaboration with the Principal and P&C executive).
- Develop a budget that includes a contribution to the school budget (in collaboration with the Principal and P&C executive).

At all times

- Ensure controls for handling cash are used
- Ensure records are kept up to date
- Maintain security of accountable forms
- Watch for conflicts of interest
- Monitor that payments are approved for appropriate purposes
- Ensure all accounting is open and that the atmosphere at meetings accepts questioning of accounts as normal rather than critical

In between meetings

- You must ensure all monetary expenditure is recorded in the minutes – no motion, no money.
- Sign and date the minutes of the last meeting.
- Sign and date the Treasurer's report including the bank statement.

1. Rules, operations and meeting procedures

Read these essential documents to learn about the rules and procedures that P&Cs must follow:

- P&C Constitution (Department of Education document)
- Accounting Manual for P&C Associations (Department of Education document)
- P&C Guide (P&Cs Qld document)

2. Providing leadership

As a leader, you can encourage enthusiasm and a sense of belonging among members and help develop a team spirit that keeps everyone working towards your identified goals.



Every leader has their own style.
Is yours worth following?

3. Chairing meetings

The four most important attributes of a chairperson are:

- impartiality
- tact
- firmness
- common-sense.

Your job is to facilitate the meeting so that:

- time is used effectively
- decisions are made
- everyone can have a say
- dominant personalities are controlled.

Before the meeting the Chair should:

- supervise the preparation of the agenda and any background papers to be distributed in connection with the meeting
- check that a notice of the meeting is sent out at least seven days in advance, as required by the constitution
- verify the accuracy of any minutes to be presented to the meeting for confirmation
- become familiar with any correspondence, reports, or other material to be brought forward
- talk to any member who is expected to cause difficulties, with a view to reconciling differences in advance.

Other important qualities:

courtesy

fairness

patience

self-control

tolerance

sense of humour!

**A meeting should never be
an event at which minutes are kept
while hours are lost.**

The secret of successful meetings is having a plan (the agenda) and sticking to it.

General Meeting Agenda

(Constitution Section 18.4.9)

Welcome everyone (especially new members)

Ask if anyone has an item to add to the agenda

Ask if anyone has to leave early

Apologies

Confirmation of minutes of the previous general meeting

If the minutes have been circulated, call for someone to move and second their adoption, otherwise ask the secretary to read them out

Business arising from the minutes of the previous general meeting

Correspondence received since the previous general meeting – inward and outward

Business arising from the correspondence

Table Executive Committee's decisions (if any)

Treasurer's report and financial statement, and any business arising from Treasurer's report and financial statement

Subcommittee reports and financial statements, and any business arising from subcommittee reports and financial statements.

Other reports (e.g. Principal, School Council)

Motions on notice (if any)

General business

Ask again if anyone wants to add a topic – if the list is long, prioritise

Applications for membership and recording of new members

Close

At meetings:

- Welcome new members and guests and introduce them to other members
- Ensure that a quorum of members is present
- Start the meeting on time
- Remain impartial and polite
- Present a report on Executive action for ratification
- Ensure members are aware of contents of minutes from the previous meeting
- Obtain confirmation of the minutes and sign the master copy for the records
- Announce business in accordance with the agenda
- Give firm rulings and guidance to meetings
- Assist the discussion by guiding debate along relevant lines
- Give all members the opportunity to speak but also confine speakers to the matters under discussion
- Put to the vote motions and amendments and announce the result
- Determine points of order
- Provide explanations to those in doubt about procedure or the subject matter under discussion
- Introduce guest speakers and arrange for movers of votes of thanks
- Ensure that priority items on the agenda are dealt with accordingly
- Establish the next meeting date and time and close the meeting





Useful facilitating phrases

During a debate, it is often useful to clarify a point: *"Do you mean...?"*

Encourage less outspoken members: *"What do you think of Mary's point?"*

Summarise previous discussion: *"We decided earlier that..."*

Encourage members to think through proposals and link them to the P&C's goals: *"How will this help us work towards...?"*

Explore alternatives: *"How could we do that?"*

Encourage compromise: *"Can we agree on something like this? ..."*

Clarify the feeling of the meeting: *"I'm hearing ... Is that right?"*

Bring the discussion to a close: *"Would someone like to move a motion?"*

Things a chairperson should NOT do

- Impose personal views – If you want to debate the issue, you should vacate the chair and let a temporary chair take over
- Influence the debate – You should lead the meeting to make its own decision, not your personal decision
- Dominate the meeting – You should lead the meeting, not dictate the meeting
- Be unprepared – A poorly prepared chair will result in a poor meeting
- Move motions (other than a vote of thanks)

4. Acting as spokesperson/ representative of the P&C

As P&C President, you will be the first choice when a P&C representative is needed. You might find yourself speaking at assembly, presenting awards to students, welcoming a local politician visiting the school or interacting with nearby businesses. You will need good communication skills and an understanding of the P&C's purpose.

Set a good example by being seen to follow school rules.

5. Fostering good communication

The P&C President is the Association's point of contact with the school. It is important to build good relationships and liaise closely with the Principal/Administration officers and other staff. Learn people's names and treat everybody with respect.

Remember to keep parents who are not members informed – they may be encouraged to join.



Listening is one of the most important skills you will need as P&C President. And it's not just about listening at meetings:

- *listen to the principal to learn his/her hopes for the P&C*
- *listen to other parents to find out whether the P&C is doing a good job*
- *listen to hints and tips from P&C executives at other schools.*

6. Encouraging participation

Participation is more than attending P&C meetings. The P&C can encourage parent involvement by fostering a community spirit at the school. Offer one or two fun and welcoming family events that give every family at the school a chance to connect with the P&C. Those who attend and enjoy themselves are the people you can approach with a specific request for volunteer assistance.

P&Cs WITH PAID EMPLOYEES

Awards and industrial agreements

P&C employees in Queensland are employed under the *Parents and Citizens Associations Award – State 2016*. This is an amalgamation of the P&C Retail Award, Children's Services Award, and Health and Fitness Award.

Any changes to pay rates in the Award are announced by the Queensland Industrial Relations Commission in September each year.

Income tax and superannuation instalments

Each employer is responsible for ensuring that the correct taxation and superannuation instalments are deducted and forwarded to the Australian Taxation Office and the superannuation fund.

All P&Cs with paid employees should now be using Single Touch Payroll and be SuperStream compliant.

Student Protection Risk Management Strategy

A copy of the Strategy must be provided to all employees to ensure they are aware of the processes and procedures outlined in the Strategy.

An understanding of the Student Protection Fact Sheet is the minimal training required for all volunteers and P&C employees as per the Department of Education's guidelines.

Both the Student Protection Risk Management Strategy and the Student Protection Fact Sheet are available on the P&Cs Qld *info place*.

Blue cards

All members of the P&C Executive Committee, where the P&C Association operates an outside school hours care service, must hold a Business Blue Card (this does not include the executive members of an OSHC subcommittee).

The blue card *business* application form is different to the *volunteer* blue card application form. It includes a declaration that must be signed by a prescribed person i.e. Justice of the Peace, Commissioner for Declarations, Lawyer or Police Officer. There is a fee for a blue card business application, however Blue Card Services will waive this fee for volunteers, provided a "Waive Fee Statutory Declaration" is submitted together with the blue card business application form.

The "Blue Card Business Application Form" and "Waive Fee Statutory Declaration Form" are available on the P&Cs Qld *info place*.

SUPPORT AVAILABLE

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