

Congratulations!
You've been elected

Secretary
of the P&C

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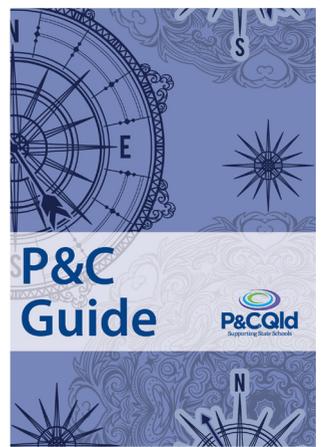
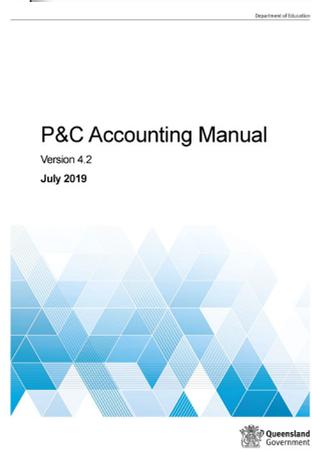
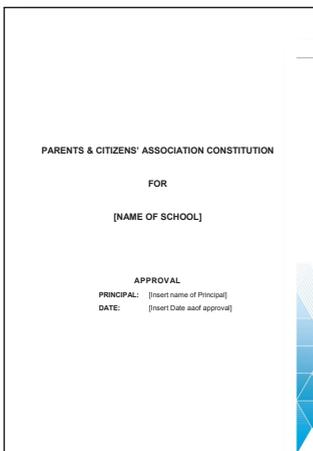
Congratulations and thank you for volunteering to assist your school community.

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

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 SECRETARY

The Secretary attends to the administrative tasks required to operate the P&C, particularly with regard to the meetings and incoming and outgoing correspondence.

It is the Secretary's responsibility to:

- prepare and provide a notice to members of upcoming meetings
- prepare and distribute meeting agendas to members
- prepare, distribute and present minutes of meetings to members
- act upon any directions given at meetings
- maintain a register of all incoming/outgoing correspondence of the Association and distribute it appropriately and promptly
- maintain a register of members, including life members
- maintain a Blue Card register for P&C executives (if your P&C operates an OSHC service), non-parent volunteers and P&C employees
- maintain a volunteer register at every site and activity at which volunteers are working on behalf of the P&C
- maintain a training register
- organise, record and maintain P&C documents
- ensure a copy of the P&C's Constitution is accessible and available.

When you are first appointed

- Obtain access to all the P&C's records from the previous Secretary.
- Assist with changing P&C bank account signatories to reflect any change in the executive committee.



Monthly requirements

P&Cs are required to conduct a minimum of three meetings per semester, but most P&Cs hold monthly general meetings. General meetings are usually held on the same day of the month (e.g. 3rd Tuesday) in the same location at the same time. The year's schedule is to be determined in advance at the Annual General Meeting (AGM).

Prior to general meetings:

- in consultation with the Executive, prepare and distribute the agenda to members as outlined in the Constitution
- ensure draft minutes of any previous meeting are completed and ready for tabling
- ensure you have acted upon any directions given at a previous meeting, and identify and list items for comment in the "business arising from the previous general meeting" item on the agenda
- update the correspondence register with any incoming/outgoing correspondence since the last meeting and prepare a list
- if possible, arrange to have all required reports sent to you electronically prior to the meeting.

At general meetings:

- provide copies of the agenda and the previous meeting's minutes (if not already circulated)
- keep accurate notes of the meeting, including noting all who are present and those who have given apologies
- present a list of inward/outward correspondence and be prepared to discuss any business arising from the correspondence
- table and record any new membership applications provided.

Following general meetings:

- prepare the draft minutes of the meeting.

Annual requirements

The P&C financial year is from 1 January to 31 December. The AGM needs to be held on or before 31 March each year – as soon as the annual Audit for the previous financial year is available.

Prior to the Annual General Meeting:

- in consultation with the Executive, prepare the agenda and distribute it to members as outlined in the Constitution
- ensure that draft minutes of the previous AGM are completed and ready for tabling
- ensure you have acted upon any directions given at the previous AGM, and identify and list items for comment in the “business arising from the previous annual general meeting” item on the agenda
- complete the annual checklist for the Student Protection Risk Management Strategy
- if possible, arrange to have all required reports sent to you electronically prior to the meeting
- compile any applications for membership received to date for presenting.

At the Annual General Meeting:

- provide copies of the agenda and the previous AGM minutes (if not already circulated)
- keep accurate notes of the meeting, including noting all who are present and those who have given apologies
- assist with business arising from the minutes of the previous AGM
- ensure that you receive and table all membership applications regardless of whether they are for new or renewing members
- provide the Student Protection Risk Management Strategy for adoption
- provide new model constitution, if applicable.

Following the Annual General Meeting:

- notify the school's MIS administrator of changes, if any, to the P&C's email address;
- assist with any change of signatories on the P&C's bank account;
- provide the adopted audited financial statements to your DoE regional office by 31 May, or to your Principal if your school is an independent public school;
- notify P&Cs Qld of the details of your newly elected executive committee;
- prepare draft minutes from your notes taken at the AGM;
- attend to blue card applications for any members who are:
 - not a parent of a student in the school (volunteer card) and/or
 - executive officers who are responsible for the operation of an OSHC (business card).

See the P&Cs Qld *info place* or call Blue Card Services on 1800 113 611 for details on the appropriate application process.



TIPS FOR MEETINGS

- When recording minutes, follow the framework of the agenda as outlined in the Constitution.
- Keep an attendance book listing the full names of those attending and those who have given apologies.
- Record motions clearly. A motion should:
 - commence with “That ...”
 - be quite specific
 - be unambiguous
 - not contain more than one sentence.
- Dot points or a summary of the discussion is OK.
- Make sure a member moves and another member seconds a motion, and record the names of the mover and seconder. Members participating in discussions do not need to be named.
- Read the motion back to the meeting to be sure the meaning is as intended.
- Keep a “Motions Register” so that all motions are recorded in one convenient place and are easy to locate if needed.
- Identify the person who is to follow up any action.
- Ensure all monetary expenditure is recorded in the minutes.



If the meeting is going too fast, don't be afraid to ask speakers to **slow down**. It is important to record details correctly.

TIPS FOR CORRESPONDENCE



- Keep a register of incoming and outgoing correspondence for the meeting including emails received or sent from the P&C's email address. Highlight items/letters that need attention.
- Incoming emails that are personally addressed to the P&C and/or require a response should be recorded, as should anything that may be of importance in the future, but you do not need to record anything that could be considered "junk mail".
- Incoming correspondence should be directed immediately to the appropriate member or subcommittee and then brought to the general meeting through the correspondence report.
- It is not necessary to read correspondence in full, but you should ensure relevant paragraphs that require action or a reply are brought to members' attention.
- Put fundraising information in a display folder that can be passed around during the meeting.
- Bring newsletters to members' attention, then circulate them or put them in a central area where they can be read.
- Don't allow correspondence to go unanswered or unopened.

P&C EMAIL ADDRESS



Every state school P&C in Queensland has an email address managed by the Department of Education. This address takes the form: pandc@yourschool.eq.edu.au

This email address is used by both the Department of Education and P&Cs Qld to communicate with P&Cs. The benefit for your P&C is that you have an email address that will remain constant and can be promoted as the contact point for your P&C. This address is also less vulnerable to online attacks than a free

email address such as Gmail or Hotmail.

P&Cs Qld's monthly e-newsletter, *P&C-e*, is sent to this address. If you are not receiving *P&C-e*, then your P&C address is probably not operating correctly.

This is a "static" email address, where emails sent to it are then automatically forwarded on to the personal email addresses linked to it. The MIS administrator at your school updates the system with the personal email addresses of the current P&C executive members.

If your P&C chooses to set up its own email address, it is recommended that you also link this email address to the pandc@yourschool.eq.edu.au email address to make sure that you receive all of the emails sent out to P&Cs.



P&C MEMBERSHIPS

Memberships lapse at the AGM and must be renewed each year.

“Application for P&C Membership” forms (as provided in the P&C’s Constitution) must be filled out each year by both new members and renewing members.

Print the P&C Code of Conduct on the back of your membership application forms – these are the terms and conditions!

Persons applying for membership at the AGM do not need to be present.

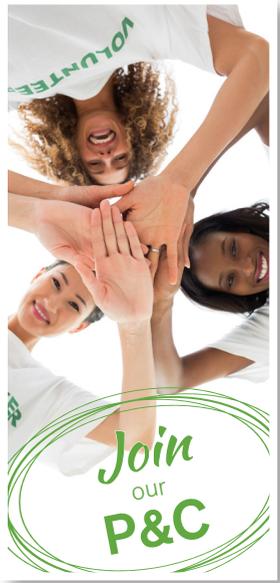
Persons applying for membership at a general meeting **must be present** at the meeting at which their application is considered.

The Constitution requires you to keep a register of members that includes:

- member’s name and email/postal address
- date the membership started
- date the membership ceased
- whether the applicant is a parent of a student attending the school, or if not a parent, that they are 18 years or older and their date of birth
- a list of any P&C life memberships.

The membership register is separate to the attendance book used to record members attending meetings.

P&Cs Qld produces a brochure to help P&Cs attract new members. Download an order form from the P&Cs Qld website or contact the State Office to purchase. ▶



KEEPING RECORDS

P&C records are public documents and are subject to government regulations as to what documents are kept for how long. For details, please refer to the “Record Retention Schedule” on the P&Cs Qld website.

P&Cs should have a filing cabinet or storage space at the school for storage of records.

SUPPORT AVAILABLE

P&Cs Qld

Ph: 3352 3900

Ph: 1800 218 228

Email: enquiries@pandcsqld.com.au

Website: pandcsqld.com.au

