



**Trinity Beach**  
STATE SCHOOL

Tropical North Learning Academy  
Trinity Beach State School

# Parents & Citizens' Association

## Trinity Beach State School Parents & Citizens Association

Welcome to Trinity Beach State School P&C Association!

Joining the P&C is a great way to get involved in your school community, keep up-to-date with what's happening at the school, contribute to your child's education and make new friends. The P&C Association is a group of volunteers working together to improve the facilities and opportunities available at the school.

By participating in the P&C, you are supporting the school community. In return, you may be supported by the school community to learn new skills and take on new responsibilities. Participating in the P&C gives you an opportunity to share in the school's decision-making processes and shape the school's future. Your contribution to the P&C can be as large or small as you can manage. Your ongoing support is invaluable.

### **The Role of the Association is to:**

- Encourage close cooperation between parents, community, staff and students
- Foster parent and community engagement
- Provide advice, feedback and recommendations to the Principal, on school policies, issues, concerns and activities
- Assist with funding for resources to enhance student learning and improve the school environment
- Provide opportunities for parents to be involved in their child's education and the broader school community
- Oversee the operations of the P & C businesses (OSHC & Tuckshop)

### **P & C Membership:**

- parents of children attending the school
- staff members of the school
- adult citizens who are interested in the school's welfare.
- The school's Principal is automatically a member

Membership of the P&C is active for the current year. At the P&C's Annual General Meeting (AGM), all memberships from the previous year lapse and new membership applications may be submitted.

### **The Executive Committee:**

- President
- Vice President – Operations
- Vice President – Community & Fundraising
- Secretary – Communication
- Secretary – Minutes
- Treasurer

### **P & C Meetings:**

The P & C Association hosts meetings on a Monday at 6pm - in weeks 3 & 8 of each term, these are held in the senior learning centre. All parents and community members are welcome to attend.



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## **Executive Committee Roles & Responsibilities**

### **PRESIDENT:**

- Act as a Spokesperson/Representative of the P & C.
- Provide leadership.
- Chair P & C meetings.
- School Council/Safest – member and attend meetings.
- Accountable Officer – OSHC, Tuckshop & General PC business.
- Work with the Operations Manager to oversee P & C businesses.
- Be a signatory on P&C bank account/s.
- Sign any agreements for and on behalf of the P&C.
- Encourage communication and participation of our school/wider community.

### **VICE-PRESIDENT – Operations:**

- Represent P & C events – in Presidents absence.
- Chair P & C meetings – in Presidents absence.
- Banking – approvals
- Support the President to oversee the Operations of PC businesses and work with the Operations Manager.

### **VICE-PRESIDENT – Community & Fundraising:**

- Represent P & C events – in Presidents absence.
- Chair P & C meetings – in Presidents absence.
- Banking – approvals.
- Focus on parent & community engagement.
- Initiate – fundraising and community events.

### **SECRETARY - Communication:**

- Provide notice to members of upcoming meetings.
- Check P & C – school pigeon hole, mail and emails, and distribute information.
- Maintain a register of all incoming/outgoing correspondence and provide a summary at PC meetings.
- Communicate PC information to – the school/wider community (liaising with TBSS - social media)
- Maintain a copy of the volunteers register.
- Notify PC QLD – of newly elected Exec Team.
- Banking – approvals

### **SECRETARY - Minutes:**

- Create/maintain a register of members.
- Create/maintain blue card register.
- Maintain the meeting attendance book.
- Prepare meeting agendas.
- Attend meetings and record minutes.
- Prepare/present minutes of meetings to members.
- Ensure copies of minutes and reports are signed and filed.
- Provide copies of the Constitution, Student Protection Risk Management Strategy and Code of Conduct.

### **TREASURER:**

*Work with the Book- keeper, CCMS, Operations Manager and Auditor to Oversee:*

- P & C Accounting Manual - compliance
- Banking – approvals
- P & C Budget – Income & Expenditure
- P & C Assets register
- P & C Insurance
- ATO – contact person
- P & C General Meetings –supply/present financial statements and reports (sign)
- Monitor – wages and accounts.
- Annual Audit – present financial statements.