



Role of the President at Hermit Park State School P&C

The role of the President is to provide leadership; chair meetings and conduct them in an efficient and timely fashion; act as spokesperson/representative of the P&C; foster good communication between P&C, school and community; and encourage participation to ensure everyone can have a say.

Responsibilities include:

- One of the Approved Providers for Outside School Hours Care facility (together with other Executive members).
- Official member of the school council.
- Preside at every meeting of the Association.
- Shall have a deliberate vote and a casting vote.
- CANNOT hold the office of Treasurer.
- Signatory on P&C accounts.
- 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 payments are approved for appropriate purposes.
- 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.
- Ensure all P&C members are aware of the requirements of the Constitution, Operations Manual and Accounting Manual.