How to be President at <school> P&C Association

# <use this template if your P&C is NOT a registered charity>

# Checklist for handing over

Make sure you receive (as new president) and handover (to next):

☐ President’s files containing:

* a copy of the Constitution
* any plans/calendar of events/annual budget
* any employee contacts

☐ Set of P&C Information Sheets (from P&C Council)

☐ These notes!

# Your roles

* **Chair the meetings** and report there on the P&C’s activities (see P&C Council Information Sheets on running good meetings)
* **Provide leadership** and supervision of P&C functions, including complying with regulation and obligations outlined below
* **Be a spokesperson**/representative for the association – it is good to attend assemblies, parent teacher information evenings and other events to give the P&C a presence.
* **Ensure good communication** – that everyone knows what others are doing
* **Liaise** with the principal and school board members about P&C matters
* **Encourage** **parents** to participate – there are P&C Council Information Sheets on this too <mention any brochure about your P&C>

# Hints and suggestions

* **Set goals** and work out strategies from the start with the other members of the P&C. Ask for suggestions from parents.
* **Ensure decisions are made and followed up.**  Try to reach a consensus on decisions
* **Ensure everyone has a say** – ask the quiet people what they think.
* **Delegate**! Share the workload and the chance to be involved.

# Important information

## Incorporated Association - Obligations and details

The P&C is an Incorporated Association, bound by our constitution. Have a brief look at this as it describes our aims (“objects”), how and when meetings should be held, etc.

As an Incorporated Association, we must meet various requirements and submit various forms required by Access Canberra - see the link from www.actparents.org.au/index.php/help-for-p-cs/forms

We must have our finances inspected by a Reviewer and presented and accepted at the AGM. The Auditor must provide a report.  
After the AGM each year, we have to complete an “Annual Return” Form for Access Canberra with all the new committee details, financial totals from the last year and also attach the Reviewer’s report. It is often your first job to make sure this gets done. Secretary usually does it but need to check. During the year, it is worth remembering that the P&C must also inform Access Canberra if there are changes in the committee, constitution, public officer etc.  
**The P&C’s Association Number is <number>.** Our “seal” is <here>.

## P&C Council

Council is the peak body of P&Cs in the ACT, and is our representative with government. They run training courses in term 1 to help new presidents! They also have great **Information Sheets** on all aspects of running the P&C: [www.actparents.org.au/index.php/p-c-information-sheets](http://www.actparents.org.au/index.php/p-c-information-sheets) and lots of **other resources on their website**: [www.actparents.org.au](http://www.actparents.org.au)(especially the “Help for P&Cs” section). If you have a problem call them on 6241 5759.

Our P&C is a member of Council so we need to elect a delegate and also send Council details of the new committee via their [Office Bearer’s form](http://actparents.org.au/index.php/help-for-p-cs/forms) - (secretary’s job).

## Meetings

Our Constitution states that the P&C must hold at least <number> general (“normal”) meeting(s) per term, but they are held as you see fit. You should determine the agenda with the secretary, considering what is upcoming and perhaps contacting people working on particular things to see if they have any issues/updates to bring. In addition, there needs to be the AGM in <month>.

## Insurance

The treasurer looks after this but you often need to recite our insurance details, so here they are:

Insurance is with organised by the P&C Council using:

Civic Insurance Brokers, GPO Box 420, Canberra 2601.

Policy number is: <number> . Liability Insurance: <Sum insured>

## <any important regular events>

<Notes about the events and relevant contact details (eg Disco DJ)>

## P&C news in the school newsletter

The P&C writes something in the school newsletter to keep parents up to date with fundraisers, events and meeting outcomes. This is done by you or <this person> by <sending to whom>

## ABN and bank accounts

Our ABN is <number >

<list bank, accounts and numbers>

## Our email account

The P&C has a <gmail/other> account. The idea is to have a central place, accessible to several people, for documents and important emails. <how to access it, including passwords> Note that when sending an email to many people, put the email addresses in the BCC field to ensure privacy.

## Documents and templates

<how and where documents are stored. May include Google account or dropbox, physical files etc >

## Photocopying

You can use the school photocopier located <here>. Our code is <this>.

## Keep these handover notes up to date

Please keep this document up to date so that it continues to be a useful source of information for incoming secretaries. If you do things differently (or better!), please note them.