

P and C Association

Parents and Citizens' (P&C) associations work in productive partnership with the school principal and the community to promote the interests of the school, and facilitate its development and further improvement, to achieve the best possible outcomes for students.

P&Cs provide feedback and advice on school policies and activities, assist in providing resources to enhance student outcomes and are involved in a variety of school activities including fundraising, school functions, tuckshops and outside school hours care services.

P&Cs are established under the *Education (General Provisions) Act 2006* and *Education (General Provisions) Regulation 2017*. Queensland P&Cs are a statutory body under the *Statutory Bodies Financial Arrangements Act 1982*. They are **not** incorporated entities under the *Associations Incorporations Act 1981*.

Responsibilities

Principals

- Instigate the formation of an Association.
- Provide approvals (at the principal's discretion) as required under the Act and the Regulation (for example, Chapter 7 of [the Act External link](#) and Part 3 and 6 of [the Regulation External link](#))
- Provide support and guidance to an Association.
- Consider a business case from the Association to operate the school tuckshop or other amenity to benefit the school community, where applicable.
- Authorise the hire of the premises and facilities at the state school for use by the Association or any of its sub-committees.
- Monitor the Association's compliance with its objectives, functions, and legislative and financial responsibilities.

The principal is automatically a member of the Association but may not be an office holder of the Association.

The Principal's Role regarding the functions, operations and activities of the Association:

- Approve the adoption of the [model constitution](#) and any amendments to the model constitution, by an Association and formally advise the Association of the approval.
- Ensure all members of the Executive Committee and Association volunteers meet the appropriate Blue Card requirements as outlined in the [Blue card system fact sheet – Information for P&C and P&F associations](#).
- Ensure that the Executive Committee members of the Association have access to the generic email accounts allocated to the Association, including the president and the secretary.
- Provide school activity, major project and financial reports at meetings to keep the Association informed of the state school's progress.
- Monitor the Association's compliance with its objectives and functions and its legislative and financial responsibilities and obligations and refer ongoing concerns to the Regional Director.
- Consider and approve the Association's business case to operate a school-based amenity.
- Approve and sign agreements with respect to the hire of the state school premises and facilities by the Association or any other persons, and obtain the correct approvals for arrangements entered into for [Community use of state school facilities](#).
- Obtain the approval of the Association for alcohol being taken onto the state school premises for consumption under a [hire agreement \(DOCX, 81KB\)](#) of state school premises.
- Allocate a space for secure storage of Association documents on school premises which may be hard copies of documents or electronic files.
- Sight and retain copies for the school of key documents such as the P&Cs constitution, insurance policies taken out by the Association, individual workers compensation and personal indemnity insurance of contractors, approvals and consents as required under legislation and regulation, and audited financial records.
- By 31 May each year, receive from the Association:
 - The annual audited financial statements for the previous financial year, and the name and contact details for the incoming Executive Committee for that year.

- Forward the above information to the Regional Director.
Note: Confirm the annual financial statements were audited by a person who meets the criteria listed in the 'Appointing an Auditor' section of the [P&C Accounting Manual](#).

Parents and Citizens' Associations

- Promote the interests of, and facilitate the development and further improvement of, the state school
- Foster community interest in educational matters.
- Encourage closer cooperation between parents of students attending the state school, other members of the community, staff and students of the state school.
- Contribute to a positive school culture by working with the school community to manage conflicts.
- Act and make decisions in a way that is [compatible with human rights](#).
- If asked by the principal, provide fair and balanced advice and recommendations about issues relating to the students of the state school, and the general operations and management of the state school.
- Assist in providing financial or other resources or services to benefit students.
- Ensure the use of state school facilities is consistent with the [Community use of state school facilities procedure](#) and Part 3, [Section 13 of the Regulation](#).
- Perform any other functions, not inconsistent with the Act, as the Minister decides.
- Comply with all its legislative requirements and obligations.
- Comply with all financial requirements, obligations and procedures pursuant to any relevant legislation and the [P&C Accounting Manual External link](#).
- Comply with the Department of Education (the department) policies and procedures that apply to Associations.
- Comply with the [model constitution](#).
- Determine if a [community liquor permit](#) is required under the [Liquor Act 1992 \(Qld\)](#) for a social function on school premises run by the Association where alcohol will be served.
- Operate compliant school-based amenities to benefit the school community where applicable.

Parents and Citizens' Association Executive Committees

- Perform the functions of the Executive Committee roles, as outlined in the model constitution, efficiently and with integrity, recognising that the P&C has a role in supporting the best interests of every child enrolled at the school.
- Contribute to a positive school culture and work with the school community to resolve issues or concerns while recognising and respecting personal differences.
- Do not exercise any authority over school staff, or over the control or management of the school.
- Securely maintain and store the Associations' records and documents.
- If the Association is an Approved Provider for an Outside School Hours Care service, provide a minimum of four weeks' notice prior to resigning from the Executive Committee.

Regional Directors support principals, as required, with matters relating to an Association.

Parents and Citizens' Associations and Executive Committees

- Adopt the [model constitution](#) by a resolution passed by a majority of members present at an annual general meeting (AGM) or special meeting of the Association as soon as practicable.
- Obtain the principal's approval to adopt the model constitution, or amendment of the model constitution, in order for the Association's constitution to have effect.
- Establish and maintain a register of members of the Association.
Note: All Association members must comply with the constitution.
Note: A member of an Association does not incur civil liability for an act done, or omission made, honestly and without negligence under the Act.
- Apply any money received by the Association (other than money received under an Agreement) at the direction of the Minister, firstly in paying expenses lawfully incurred by the Association and secondly, in achieving the objectives and performing the functions of the Association.
Note: Associations have a financial year starting on 1 January and ending on 31 December.
- Manage conflicts to achieve the best outcomes for students.

Meetings of an Association:

- Elect the Association Officers at each AGM and maintain an Executive Committee.
- Hold the AGM of the Association for a financial year by 31 March each year.
- Hold general meetings at least three times a semester at the times the Association decides.
Note: This does not apply to an Association during the year in which it is formed.

- Where invited by the Principal, make decisions on the operation of the school tuckshop or other amenity. Where the Association wishes to operate an amenity, the offer is minuted at a P&C meeting and a business case is to be endorsed by the Association and approved by the Principal.
- Establish, and appoint members of, subcommittees if considered appropriate for purposes consistent with the objectives and functions of an Association, including subcommittees for special purposes, such as a swimming club or tuckshop.
- Comply with all legislative requirements and obligations and the department policies and procedures that apply to Associations.
- Comply with the [P&C Accounting Manual External link](#).
- By 31 May each year:
 - Provide the principal with the Association's annual audited accounts with appended certificates, auditor's report, any management letters, P&C response, and a completed accountability compliance transmission report for the previous financial year. Note: The Association must ensure the accounts are audited for each financial year by a person who meets the criteria listed in the 'Appointing an Auditor' section of the [P&C Accounting Manual External link](#).
 - Provide the principal with the name and contact details for the incoming Executive Committee that year.

Agreements:

P and C Associations may enter into and perform certain financial arrangements in accordance with the [Statutory Bodies Financial Arrangements Act 1982 \(Qld\)](#) .

The Association's president may sign the Agreement for the Association, provided the Association has made a resolution to enter into the Agreement.

Either the principal and the Association together, or the Association with the prior written approval of the Principal authorising the Association to enter into an Agreement,

- May enter into an Agreement.
- Must deal with any money it receives under an Agreement as the principal directs or otherwise as the Association believes is appropriate and consistent with its objectives.
- Must obtain the prior consent of the department's Deputy Director-General Infrastructure Services, Assistant Director-General Infrastructure Delivery and Operations, or Executive Director, Regional Operations (or in the case of projects that are planned not to exceed a total of \$50,000, the regional Infrastructure Manager), before the following activity is carried out:
 - the construction of improvements to the premises of the state school
 - the addition of a fixture to the premises of the state school
 - the purchase of furniture for the state school
- May employ persons it considers necessary to achieve the objectives of the Association.
- Must enter into a hire agreement with the school for the use of the school premises and facilities by the Association (or any of its sub-committees).

Where the Association operates an OSHC service at the state school, comply with applicable legislation and the [Hosting outside school hours care services on state school sites procedure](#).

Facilities use:

- [Community use of state school facilities procedure](#)
- [Curriculum activity risk assessment guidelines](#)
- [P&Cs Qld's P&C Guide](#)

Insurance:

Purchase and maintain appropriate insurance to cover activities (recommended level \$25 million) including public liability, volunteer workers/personal accident and general property coverage. Additional insurances will be required if the Association delivers OSHC or other service.

Legal advice:

An Association must obtain legal or financial advice at its own cost.

The department may only provide legal advice to its employees and therefore cannot provide such advice to an Association, Association Officers, Association members or Association employees.

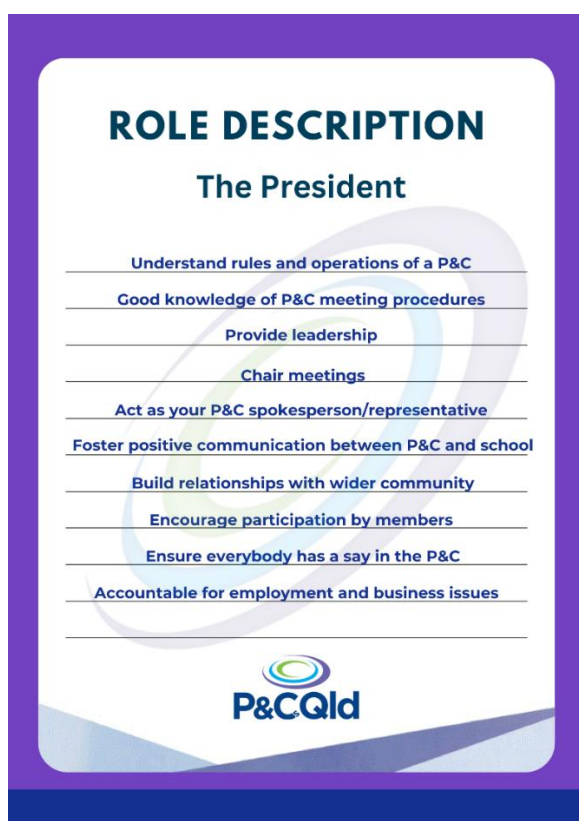
President

The President acts as a representative of the P&C Association, encourages communication between the P&C, the school administration and the community and participation of parents in the P&C.

The President will be the chair of meetings and conduct them in an efficient and timely fashion, being familiar with the rules, constitution and other documents governing P&C operations.

The P&C Guide is a great source of detailed information regarding how to Chair a meeting and how to manage the different scenarios you might encounter as Chair. To explore the P&C Guide, P&C Constitution, P&C Accounting Manual, essential departmental policies & procedures and "How to Guides on various topics, check out our Resources page.

The President also is an official member of the School Council.



The role of a P&C President is rewarding as you help build a supportive team to lead the development of the parent voice in your school community.

Communication and problem solving:

It is important to remember that as the president and chair of the meetings, you set the tone. Communicate your expectations, but make sure you listen in equal parts. Become part of the solution to the issues that arise.

Value your team:

You cannot do it alone. You need a good trustworthy team who can help get jobs done. This means learning to delegate responsibly and following up on decisions that have been made. Don't forget to thank the people who have contributed, even in the smallest of ways. It will help to keep your volunteers and team members motivated and keen to come back.

Know the rules:

P&Cs in Qld are governed under state legislation through the Department of Education and Training. There are rules, but P&Cs Qld is here to help. You are not going to be able to know everything right away, but ultimately you will need to understand what your requirements are. Contact P&Cs Qld to talk through your issues or to have questions answered.

Have a plan:

Planning is an important part of P&C work. Working with your P&C team and school community to build a vision, support a budget and create a plan to achieve your goals will give you opportunity to celebrate your wins and move on to the next project.

Invest in a future:

Succession planning is key to success, so make sure you recruit able people to take on the role when you leave, and have a handover plan ready to make sure the transition is seamless. Invest some time in thinking through what your options are and how long you see yourself serving your community. Enlist helpers to make it easy to work with you and your team, and train them into the roles you undertake, so that the next people can take up the charge to keep growing the school community and build better futures so that every child has every chance!

Principal Selection Panel information:

You may be asked to join a Principal Selection Panel, which helps to assess the right principal for your school in the instance of a vacancy.

Secretary

ROLE DESCRIPTION

The Secretary

- Prepare and distribute meeting notices and agendas
- Prepare, distribute and present meeting minutes
- Maintain a register of correspondence
- Distribute correspondence promptly
- Maintain a register of P&C members
- Maintain a register of Volunteers working for the P&C
- Organise, record and maintain P&C documents
- Ensure a copy of Constitution is available and accessible



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The Secretary collates the agenda papers for each meeting, (including subcommittee reports) and assists the President in preparing an agenda for each meeting.

They prepare and present minutes of the Association's meetings, record and deal with correspondence in/out as directed and generally organise, record and maintain information pertaining to the activities of the Association.

The P&C Guide is a great source of detailed information regarding the Secretary's role in meetings and maintaining correspondence. To explore the P&C Guide, P&C Constitution, P&C Accounting Manual, essential departmental policies & procedures and "How to" guides on various topics, check out our Resources page.

Treasurer

ROLE DESCRIPTION

The Treasurer

- Ensure P&C complies with the Accounting manual
- Financial statements/reports presented at meetings
- Pay accounts promptly when authorised
- Issue receipts for monies received
- Maintain accountable forms register
- Maintain P&C asset register
- Monitor wages
- Ensure accounts are current and reconciled
- Prepare annual financial statements for auditing
- Ensure accounting is open and transparent



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The Treasurer has overall responsibility for the financial management of the P&C Association, including all subcommittee accounts. In their role they must comply with the Accounting Manual for P&C Associations in all respects. They prepare an annual budget and Annual Operational Plan for the P&C in consultation with the Association's Executive Committee. It is the Treasurer's responsibility to keep accurate accounts of receipts and expenditure.

One of the key aspects of the role of Treasurer is managing the finances well. It is not only an important part of keeping the functions and P&C operations running, but GOOD financial management is also critical to ensure transparent use of funds and monitoring how funds are used to benefit all students in the school. There are, sadly, a small minority of people who misuse the P&C funds. To avoid this occurring at your school, you will need to make sure the P&C systems are well documented, and the guidelines in the Department of Education's Accounting Manual for P&Cs are followed appropriately.

The P&C Guide is a great source of information regarding financial responsibilities and prevention of fraud. To explore the P&C Guide, P&C Constitution, P&C Accounting Manual, essential departmental policies & procedures and "How to Guides" on various topics, check out our Resources page.

For more detailed information regarding annual financial requirements, the P&C finance training package from DoE and debit cards & direct debits [click here](#)

Vice-Presidents

ROLE DESCRIPTION

The Vice-President

- Chair meetings if President is absent
- Provide essential support for the President
- Help the Secretary and/or Treasurer as required
- Understand operations, rules and meeting procedures
- Act as President's "understudy"
- Understand the various executive roles
- Carry out duties delegated by the President
- Be prepared to perform a role particular to your P&C such as "publicity officer" or "fundraising co-ordinator"



The Vice President (VP) acts as an understudy to the P&C President, providing support to all Executives and stepping in as Chair if the President is absent. Most P&Cs will create specific position descriptions for the Vice President to suit their needs, and some larger P&Cs elect multiple Vice Presidents with a specific delegation or title attached to each. Some examples we've seen include:

- VP - Fundraising
- VP - Publicity Officer/Communications
- VP - Grants
- VP - Tuckshop/OSHC/Uniform Shop/Swim Club

DREAM/OSHC/VACC Manager

DREAM/OSHC/VACC Coordinator

DREAM/OSHC/VACC Therapy Services Coordinator

DREAM/OSHC/VACC Administration Officer – Accounts

DREAM/OSHC/VACC Administration Officer – Systems and Quality

DREAM Manager

DREAM Coordinator: Participant support and programs

DREAM Coordinator: Therapy Services

DREAM/OSHC/VACC Staff – Disability Support

DREAM Therapy

- Speech therapy
- Occupational therapy
- Art therapy
- Oral therapy
- Others as applicable.