

MOSS P&C Executive Roles Summary

President

The President:

- shall hold office in an honorary capacity
- shall preside at every meeting of the Association in which she/he is present
- as chairperson, shall have a deliberate vote and a casting vote
- CANNOT hold the office of Treasurer
- will be a signatory on P&C accounts.

Time commitment: approximately 1 hour per month, excluding meetings

Vice President

As the President's understudy, the Vice President:

- provides support and assistance to the President
- is familiar with P&C operations, rules and meeting procedures.

The role of the Vice-President is to provide essential support for the President and possibly other members of the team, i.e. assisting the Secretary or the Treasurer in some of their tasks. The Vice-President will chair those meetings from which the President is absent and carry out any duties that have been delegated by the President.

Time commitment: approximately 1 hour per month, excluding meetings

Secretary

The Secretary:

- maintains attendance records and a register of members including life members
- assists the President in preparing an agenda for each meeting
- collates agenda papers for each meeting
- prepares and presents minutes of P&C and officers' meetings at each general meeting
- records and deals with correspondence in/out as directed by the P&C
- generally organises, records and maintains information pertaining to the activities of the P&C
- maintains custody of P&C Association documents.

Time commitment: approximately 4 hours per month, excluding the meetings

Treasurer

The Treasurer must:

- comply with the Accounting Manual for P&C Associations
- prepare an annual budget for the P&C
- supply a financial statement at each meeting
- make all cheque books, deposit books and receipt books together with books of account,
- make available to the auditor prepare annual statements, which must be audited and a copy forwarded to the DETE Regional Office.

The Treasurer should:

- promptly bank all monies received in the appropriate account
- keep the cashbook up-to-date
- pay all accounts promptly when authorised by a meeting
- issue receipts for all monies received
- make sure all cheques are correctly filled out and signed by the appropriate people
- make sure that the Secretary is given a copy of the signed statements prepared for each meeting, to be inserted in the minutes book
- give a copy of the audited financial statements to the Secretary after the AGM and a second copy to the Principal
- ensure accounting is open and transparent - welcome questions
- discuss and address any issues raised by the auditor
- keep accurate accounts of receipts and expenditure.

Time commitment: approximately 4 hours per month, excluding the meetings