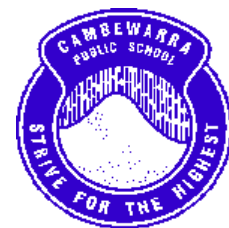




CAMBEWARRA PUBLIC SCHOOL PARENTS AND CITIZENS' ASSOCIATION



Kalinga Street , CAMBEWARRA 2540 Ph: 4446 0038 Fax: 4446 0515

Cambewarra Public School Parents and Citizens' Association Introduction

Cambewarra Public School Parents and Citizens' Association is a school-based body consisting of parents, teachers and community friends. It has been established for many years to:

- Promote the interests of Cambewarra School by bringing parents, friends, students and teaching staff together and supporting communication between all.
- Undertake fund raising to assist in providing facilities and equipment for the school and promoting the welfare and recreation of students.
- Encourage parent and community participation in curriculum and other educational issues in the school. Assist and cooperate with teaching staff at public functions associated with the school.
- Report on the material requirements of the school and advise on the maintenance, alterations and additions to school facilities.

Our P&C is incorporated through the Federation of Parents and Citizens' Associations of NSW. It has a Constitution, By-Laws and policies which outline how the Association will operate. Membership of the P&C is open to all parents and carers of students attending Cambewarra School and to all citizens who live within the school catchment. Cost of membership is \$2.00/year and ceases at the close of each Annual General Meeting (AGM) in March. All financial members have the right to stand for office, move motions and vote. The School Principal is automatically a member of the P&C.

Our P&C meets on Monday - Week 3 of term at 2pm, Monday of week 6 of term at 6pm and Monday of week 9 of term at 2pm. Meetings starting at 2pm occur in the School Staffroom and usually finish by 3pm depending upon the items for discussion. Meeting starting at 6pm are held in the COOSH building.

Our P&C is very active. In recent years activities have been formalized into four subcommittees to oversee and operate COOSH (Cambewarra Out of School Hours Care), uniform shop, and canteen as well as organise fundraising and social events such as the biennial Calf and Craft Fair, annual Easter and Christmas Raffles and Welcome to new Parents BBQ. These Subcommittees have delegated authority and are fully accountable to the P&C Association. They have a convener, minute taker and assistant treasurer positions which are filled by members of the Association at the AGM.

In recent years, monies raised by our P&C have been used to purchase readers and other literacy and numeracy classroom resources, a computer charging station, teacher professional development, kindy interactive desks, waterslides for the Big Day In, provide funds to students who represent the School at a State or National level, provide families of Kindy students with a photo card to celebrate their child starting school and provide a farewell gift to Year 6 students.

The P&C relies on parents and citizens of the Cambewarra School community to become members of the Association and help with the P&C's many functions and activities. Volunteers are also always sought especially for the Calf and Craft Fair. Without volunteers the services provided by our P&C would not be possible.

Joining the Cambewarra School P&C is a great way of supporting and contributing to the education of your child/ren at Cambewarra School and to making the School a more resourceful and attractive learning environment. It's a rewarding experience for yourself, knowing that your efforts are benefiting your child/ren and the school community. It is also a great way to meet both the teaching staff and other members of the school and local community.



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P&C Executive

The Cambewarra Public School Parents and Citizens' Association's Executive Committee consists of the Association's Office Bearers and the convenors of the four sub-committees. The Office bearers as listed in the Association's constitution are a President, two Vice-Presidents, a Secretary and a Treasurer. These positions are elected at the AGM and only financial P&C members are eligible to stand for the positions and no more than one officer position can be held by the same person. No person is allowed to serve more than three consecutive years in the same office. The Executive is responsible for ensuring that the actions from P&C meetings are carried out.

Role of the President

The President has responsibilities both at and outside of meetings. These include:

- The successful functioning of the P&C consistent with the constitution, By-Laws and policies.
- Fostering fair participation of all members and ensuring that all new members are made to feel welcome.
- Supporting volunteers.
- Setting up lines of communication with the School Principal.
- Ensuring that the P&C takes part in decision making processes in the school. Acting as the P&C's spokesperson for public statements or actions.
- Chairing meetings.

The President is automatically a member of all P&C Subcommittees.

Role of the Vice Presidents

The Vice Presidents assist the President with the proper functioning of the P&C. In the absence of the President, a Vice President takes on the President's responsibilities.

Role of the Secretary

The Secretary is responsible for carrying out a range of administrative tasks including:

- Give notice of meetings and prepare, in consultation with the President, meeting agendas.
- Attend every P&C meeting and take notes of the discussion in order to produce a set of minutes for subsequent distribution to members and for possible amendment and adoption at the following meeting. Convene special meetings when requested.
- Receive and table incoming correspondence and write and dispatch outgoing correspondence.
- Maintain official records of the P&C Association such as the constitution, By-laws, rules of subcommittees, Incorporation certificate, ABN details, list of financial (voting) members, minutes, attendance book and correspondence.
- Ensure that copies of audited accounts and AGM minutes are forwarded to the P&C Federation of NSW.

Role of the Treasurer

The Treasurer is responsible for all funds held in the name of the P&C including sub-committees' funds. They need to comply with financial accountability requirements which include:

- Receive and deposit monies, maintain records, draw cheques and present accounts.
- Present income and expenditure statement together with a reconciled bank statement for each P&C meeting.
- Provide advice so that all funds held and handled by the P&C are openly accounted for.
- Together with the Executive Committee, compare budget estimates with actual income and expenditure levels at regular times throughout the year.
- Make recommendations about the banking of surplus funds.
- Produce a full statement of the P&C's financial position declaring all funds held in the name of the Association for the AGM.