



Quick Member Info

P&C Association Membership

Who is eligible to be a member of our P&C Association?

- All parents and guardians of students enrolled at the school.
- All citizens within the school community.
- The Principal of the school, or the Principal's nominee, shall be a member, ex officio, of the P&C Association and its sub-committees.
- School staff may become members of the P&C Association.
- Employees of the P&C Association can be a member; however, they will need to understand the Conflict of Interests and be aware of potential conflicts when attending and participating in a meeting.

How do people become members of our P&C Association?

By paying the prescribed annual subscription (membership fee) to the Treasurer or nominee and their name recorded in the register of members. The register of members is updated at the close of a General Meeting and the close of the Annual General Meeting.

Do P&C Associations charge a membership fee?

Yes. Each P&C Association has an annual subscription (membership fee) payable for those individuals who meet the membership criteria and wish to be a member. A financial member is able to participate in the democratic decision making processes of the P&C Association.

Is the amount payable for Membership in the Constitution?

Yes. The two Ministerial approved constitutions, under which your P&C Association may operate: the Standard P&C Association Constitution or Prescribed Constitution for Incorporated Associations, provides for the annual subscription to be not less than fifty cents. The amount of the annual subscription must be recorded in the by-laws of your P&C Association.

What amount should we charge?

Each P&C Association may set the annual subscription (membership fee) to an amount they think appropriate, typically ranging between \$1-00 through to \$10-00, however, it must not be less than fifty cents. The annual subscription (membership fee) is per member per person.

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If I attend a P&C Association meeting regularly and don't pay am I a member?

No. You will only be considered an observer and will not be able to participate in the procedures of the meeting. Only a financial member can participate in the democratic decision making processes of a P&C Association. It is the discretion of the chairperson to allow you to participate during the meeting.

Do I need to have proof that I paid my annual subscription (membership fee)?

Yes. The treasurer will issue you a receipt once you have paid your annual subscription and you must retain this receipt for the membership period as proof of payment.

I'm a Life Member do I need to still pay?

Yes. If you wish to participate in the democratic decision making processes of a P&C Association you will need to pay the annual subscription (membership fee). Life membership is an honorarium bestowed on you by the P&C Association. It does not entitle you to participate in the P&C Association as a member unless you are a financial member and have paid the annual subscription (membership fee).

Is the Principal a member of the P&C Association?

Yes. The Principal is always a member by virtue of their role as an ex officio member.

Does this preclude the Principal from paying the fee?

No. Many P&C Associations advise that their Principal as a member would pay the annual subscription (membership fee) just like all other members.

I am a new member and have paid my annual subscription (membership fee) for the first time at this meeting, can I vote?

No. A new member who pays their annual subscription (membership fee) for the first time at a P&C Association General or Annual General Meeting will not be eligible to vote at that meeting due to the register of members only being updated after each general meeting of the P&C Association. Once the register of members is updated they are considered a P&C Association member for voting purposes at the next P&C Association meeting.

What if I pay my annual subscription (membership fee) between meetings?

Annual subscription (membership fee) paid to the Treasurer between meetings, will only be recognised as financial at the close of the next P&C Association General Meeting when the

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register of members is updated, and the person will be able to vote at all P&C Association meetings thereafter.

How long is my annual subscription (membership fee) valid for?

Once annual subscription (membership fee) is paid and the register of members is updated, the members will remain current until the rise (close) of the next Annual General Meeting.

What is the membership year?

Membership year for the P&C Association is from the rise (close) of one Annual General Meeting until the rise (close) of the next Annual General Meeting. The register of members is updated at the close of the Annual General Meeting and members remain current until the rise (close) of the next Annual General Meeting.

Who updates the register of members?

The Secretary or Secretary's nominee records the names on the register of members after each general meeting of people who have paid their membership fee since the last general meeting.

Must I be a financial member to be nominated for a position with the P&C?

Yes. A person must be a financial member and their name is to appear on the register of members to be nominated and accept the nomination for any position for Officer Bearer or member of the Executive Committee of a P&C Association.

Can P&C Association employees be nominated for Office Bearer or Member of the Executive Committee positions?

No. Employees or persons considered to be employees e.g. ongoing contractor, of a P&C Association cannot be nominated or hold an Office Bearer or be a member of the Executive Committee. Employees can only be members of the P&C Association.

Can P&C Association employees be nominated for sub-committed positions?

Yes. Employees can be a member of a sub-committee where they are not employed e.g. a Canteen employee can be a member of the Uniform Shop subcommittee.

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I work as a Canteen Supervisor can I hold an Office Bearer position or be a member of the Executive Committee?

A Canteen Supervisor in a paid position cannot hold an Office Bearer position or be a member of the Executive Committee.

A Canteen Supervisor who is a volunteer can hold an Office Bearer position or be a member of the Executive Committee.

I hold an Office Bearer or Executive Committee member position and I have changed my working role, I am now Acting Principal, what do I do?

You will need to resign from the Office Bearer or Executive Committee position, in writing. An Acting Principal is an ex-officio member of a P&C Association and all its sub-committees, and cannot hold an Office Bearer position or be a member of the Executive Committee. This will create a casual vacancy and can be filled by a ballot of the members of the P&C Association at any general meeting.

I am an Office Bearer or Executive Committee member and have taken on the paid position as an employee of the P&C Association, what should I do?

You will need to resign from the Office Bearer or Executive Committee position, in writing, before the application process begins. This ensures clear transparency to the employment process.

The vacated position creates a casual vacancy, which can be filled at a general meeting.

To become a member are there any forms to be filled out?

P&C Associations can use a membership interest form if they choose. [Sample Membership Interest Form](#). Also available at www.pandc.org.au/fags.

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ANNUAL GENERAL MEETING

Do we have to hold an AGM?

Yes. Each P&C Association is required, by the Constitution it operates under to hold an Annual General Meeting (AGM).

When is our AGM?

Yearly. The AGM is held according to your P&C Association's by-laws. The by-laws will state the time and date for the AGM.

Do we advertise the AGM?

Yes. The AGM must be advertised to the school community at least 14 days prior to being held. The notice should include the Agenda items including a list of the positions to be elected.

Does an AGM have a quorum?

Yes. The quorum is five if you have less than 50 financial members and 11 where you have more than 50 members.

What is an Audit Report?

An audit report is the presentation of the annual report and balance sheet of the P&C Association's activities. An AGM cannot occur until the Auditor's Report is tabled.

We haven't got an Audit Report?

Stop. No Auditors report available at the time of the AGM requires that the meeting must be closed and reconvened when Auditors report is finalised. No elections shall occur until the report is tabled.

When is the Auditor appointed?

The auditor for the following year is determined at the AGM?

What other reports get tabled to an AGM?

The AGM consists of the President's Annual Report, the Treasurer's Annual Report and any other Annual Reports required.

What other documents belong at the AGM?

Lots. You should have copies of the Constitution, the by-laws and the policies and rules of the P&C Association at every meeting, AGM included.

Is the AGM where office bearers get elected?

Yes. The office bearer and executive positions get elected at the AGM. As well as representative positions such as; School Finance/Merit Panels/Feeder school committee/School Welfare /Uniform sub-committee/Fundraising sub-committee/OOSH sub-committee/Canteen sub-committee.

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Who can be elected to a position?

Only financial P&C members are eligible to stand and be elected to a position.

Who conducts the ballot?

The ballot is conducted by the Returning Officer. The Principal is often invited to take this role otherwise it is determined by the meeting and is to be undertaken by someone who plays no part in the election (i.e. does not intend to stand for a position nor wishes to cast a vote).

Are there any restrictions on holding a position?

The P&C Association's by-laws will indicate if there are any restrictions such as tenure for any representative position.

Can one person hold more than one office bearer position?

No.

Can two members of the same family be office bearers at the same time?

Yes.

Can school staff be members of the P&C Association?

Yes.

Can P&C Association employees be members of the P&C Association?

Yes.

Can P&C employees be elected to Officer Bearer positions?

No. P&C Association employees cannot hold an office bearer or executive position.

When do the roles change hands?

Immediately. Once the Returning Officer declares the ballots the office bearers commence their roles.

When do we present the AGM minutes for approval?

The minutes of the AGM are presented for acceptance at either the next AGM or the next general meeting. Minutes are required to be circulated to members.

We didn't fill all of our positions?

Not to worry. This makes the positions casual vacancies and you should place them on the Agenda for all meetings until members nominate to the roles. Make sure to promote the position and the duties to the whole school community.

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Role of the President

The President is elected at the P&C Association's Annual General Meeting.

Duties

The President is responsible for:

- The successful functioning of the P&C Association meetings
- The attainment of the P&C Association's objectives
- Ensuring that the P&C Association takes part in decision-making processes in the school
- Fostering fair participation of all members and ensuring that all new members are made to feel welcome
- Supporting volunteers
- Consistent adherence to the constitution
- Acting as the P&C Association's spokesperson when public statements or actions are needed
- Setting up lines of communication with the Principal
- Being signatory on the Association's bank accounts
- Chairing meetings, in the absence of the President, one of the Vice-Presidents will chair the meeting or the meeting can elect a chairperson from the members present for that meeting.

Voting

The President is entitled to the same voting rights as any member. However, a President, when in the Chair, often abstains from voting in order to preserve the impartiality of the position.

The person chairing a meeting does not have a casting vote in the event of a tied vote. In the event of a tied vote, the motion remains as status quo. This allows the motion to be put forward at another time.

Sub-committees

The President is automatically a member of all P&C sub-committees. The President should be informed of all sub-committee meetings and decisions, this would occur through written report.

An experienced President gives opportunities to the Vice-Presidents to develop their skills in chairing meetings. Federation recommends that a vice-president be delegated to chair part of a meeting. The training process could also include delegating the responsibility of sub-committee leadership to vice-presidents.

The President also has important responsibilities outside of meetings and is looked to as a leader of the parent community.

The President does not make unilateral decisions and should be mindful that all public statements accurately represent the views of the association.

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Role Of The Secretary

The Secretary is responsible for carrying out the administrative tasks related to the decisions of the meetings as resolved. The Secretary prepares, in consultation with the President, all meeting agendas.

The Secretary is required to attend P&C Association meetings and take notes of the discussions in order to produce a set of Minutes for subsequent distribution to members and for receipt, possible amendment and adoption at the following meeting. (In the absence of the Secretary the meeting should elect a person to take the Minutes, this person should be identified in the Minutes.) Further, the position includes receiving and tabling all correspondence as well as writing and dispatching outgoing correspondence as resolved/appropriate. The Secretary also issues notice of all meetings and maintains 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.

Notice of Meeting

P&C Constitution by-laws state that P&C Associations meet on a regular day each month 'during term time' at the school. Secretaries may use the P&C newsletter, school newsletter/website, school sign, or other means to promote meetings. Motions on Notice, issues and events to be discussed should be advertised along with names of guest speakers.

Agenda

An agenda is a list of items of business to be considered at a meeting. An Agenda should include the name of the organisation, the type of meeting (e.g. Annual General Meeting, General or special meeting); where the meeting will be held; the date the meeting will be held and time the meeting will commence. An Agenda should contain the following;

1. Welcome and formal opening of meeting
2. Apologies
3. Minutes of the previous meeting (Receipt/Amendments/Adoption)
4. Business arising from the previous meeting Minutes
5. Correspondence
6. Reports:
 - President's report
 - Treasurer's report
 - Sub-committee reports
 - Principal's report
7. General Business
8. Close

An agenda for Annual General Meetings will be similar to the above with the inclusion of items that only occur at an AGM such as election of Officers and Executive, appointment of the Auditor, membership fees, by-law changes etc.

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Role Of The Treasurer

Whilst all P&C members must be mindful of complying with financial accountability requirements, this is the Treasurer's primary responsibility. The Treasurer receives and deposits monies, maintains records, draws cheques* and presents accounts.

The Treasurer also ensures that all funds held and handled by P&C are properly and openly accounted for as the Treasurer is responsible for all funds held in the name of the P&C Association. This includes all P&C Association committees. This does not mean that the Treasurer must undertake the actual bookkeeping themselves but they must ensure that the various sub-committee financial records have been kept to the Treasurer's satisfaction. The Treasurer is a signatory on the P&C accounts and should not delegate this responsibility.

The Treasurer should encourage members to understand the state of the P&C Association finances. The Treasurer must ensure a case book or books are kept, recording all financial transactions of the P&C Association.

Planning, budgeting and cash flow

A budget is a planning document to estimate the income and expenditure of the organisation for a given period (usually the financial year of the P&C Association). The budget is a statement of intention rather than of fact and can be altered at any time, with due notice given by way of the Agenda, by majority vote, after its initial ratification at a general or special meeting.

Budget estimates are founded on past economic performance, adjusted to anticipate the probable effect any special projects or one-off events. Once the overall budget has been approved, it is helpful to break the budget estimates with actual income and expenditure levels at regular interval throughout the year. This comparison allows the Treasurer to recommend changes to the budget so that it more accurately reflects the real financial situation of the P&C association. These changes, in turn, allow the association to amend its fundraising or expenditure plans for the year.

Note: The P&C Association budget is separate from the school's budget.

Surplus funds

The Treasurer makes recommendations about surplus funds. Surplus funds may be lodged as term deposits with any financial institution that has full trustee status.

Audit

The financial accounts of the P&C Association must be submitted to an independent audit each year.

The Treasurer produces a full statement of financial position declaring all funds held in the name of the P&C Association, including those of sub-committees, along with the Secretary who presents the Minute book of the same period to the Auditor. After completion of the audit the financial statements, with all signed certificates appended, are to be presented at the Annual General Meeting for approval and adoption.

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Appointing an auditor

You must appoint the auditor at the P&C Association's Annual General Meeting.

The auditor does not need to be a qualified professional. The auditor must possess appropriate skills and experience in auditing and financial record management together with an appreciation of the issues of probity as they relate to the role of association auditor. The auditor must not have or appear to have any conflict of interest arising, for example, from a personal or business relationship with an Officer of the association and must be prepared to swear that the records are a true and correct statement of the information provided by the Treasurer.

To meet reporting requirements under their Prescribed Constitution, the Treasurer of incorporated associations should ensure that copies of the audited accounts, signed by the President and Treasurer, are forwarded to the Federation of P&C Associations of NSW within one month of the AGM at which they were presented. By undertaking to send the records to P&C Federation the need for incorporated P&C Associations to publicly record their financial statements is fulfilled.

The Treasurer is responsible for the handing over of all financial records to the incoming Treasurer should the Annual General Meeting result in a new Treasurer being elected.

There are many useful conventions which should be followed when dealing in financial matters and the role of the Treasurer will be made easier if all P&C members appreciate and understand that rules and protocols are to be complied with.

Proper accounting procedures have two purposes:

- (i) They prevent loss and fraud. You might trust everyone in your association, but accounting procedures will tell you if the wrong thing is happening and where.
- (ii) To protect the P&C Association Executive. Good accounting of P&C funds ensures financial propriety.

Cheques

Never sign blank cheques.

Ensure that the P&C Association has resolved to expend the monies before drawing a cheque. No motion, no payment.

Do not make cheques out to cash.

Ensure all cheques are marked 'Not Negotiable'

Cheque signatories should sight all supporting documents; ensure they are correctly drawn to the payee and there is agreement between the amount on the invoice and the amount on the cheque before signing cheques.

Monitor that payment are approved for appropriate purposes.

Two members of the same family should not, as a general rule, act as signatories.

Where possible, cheque signatories should not counter-sign a cheque drawn in their favour.

The school Principal should not be a signatory to P&C bank accounts.

Employees of the association should not be a signatory to the association or sub-committee bank accounts.

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Payments

All accounts should be paid by cheque, except for small payments from petty cash.
Support all payments with invoices, receipts or docketts.
Mark all paid invoices with a "paid" stamp and cheque number.

Receipts

Issues receipts in sequential date order as per takings.
Ensure two independent people are responsible for collecting and counting money. Likewise, at the end of the collection period, counting should occur in the company of at least two members and the amount verified, in writing, by each member involved in the count.
Issue receipts to people responsible for collecting and counting money.

Banking

Check that the amount banked corresponds with the receipt totals.
Bank money daily or secure in a fireproof safe if you are not able to bank on the day. (Your cash may not be insured if you do not make an effort to secure it adequately.)

Cash books (computerised bookkeeping package or manual)

Keep cash books up to date. The cash book should be totalled and balanced at the end of each month.
Match the sequence of entries in the cash book with the sequence of receipts and cheque payments.
Figures must never be erased with white-out. If you make an error in your cash book, receipt book or cheque butts, rule a line through the incorrect figure and write the correct figure next to it.

Reporting

The Treasurer must present a report in the form of an income and expenditure statement together with a reconciled bank statement for each and every P&C meeting. Where a Treasurer is not able to attend a meeting the Treasurer's Report should be provided to the President prior to the meeting for tabling to the members.

*** Note that references to cheque also include electronic banking.**



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Signatories

Who should be the signatories to the P&C Association's bank accounts?

Signatories to all P&C association accounts are the Office Bearers of the P&C Association.

All financial transactions of the P&C Association where money is to be expended are to be signed by two of the Officers of the P&C Association. The Officers are the President, Vice Presidents, Treasurer and Secretary. Financial transactions include cheques and online banking activities.

Can the sub-committee Convenor Sign Cheques?

No. No one other than two of the Office bearers can sign off cheques or make bank authorities on behalf of the P&C Association.

Can the Principal sign cheques?

No. The Principal is an ex officio member of the P&C Association and cannot hold an office bearer position.

Can our P&C Association employee sign cheques?

No. A paid employee of the P&C Association such as the Canteen Convener or Outside Of School Hours Care Director cannot be officers of the P&C Association and therefore cannot be signatories to any accounts.

Does there always have to be two signatories?

Yes. The Constitution your P&C Association operates under clearly identifies that two Office Bearers will operate the accounts of the P&C Association.

Can family members be signatories on the P&C Association accounts?

Two members of the same family should not, as a general rule, act as signatories. Where it is unavoidable the family members should disclose this relationship to the Auditor each year.



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Sub-committees

Is it required for our P&C Association to have sub-committees?

No. Each P&C Association can decide to have sub-committees if they feel they are required.

Why do P&C Associations have sub-committees?

Sub-committees are formed by a P&C Association to undertake specific planning and/or management tasks on behalf of the P&C Association.

Are there different types of sub-committees?

Yes, there are two types of sub-committees.

- Ad-hoc: These sub-committees are formed to acquit specific tasks, such as a fete. These sub-committees cease to exist after the task is finished. The rules of the sub-committee, including elections for positions are confirmed and elected at a General or Special Meeting of the P&C Association.
- Standing: These sub-committees have an ongoing role, such as an OOSH, Canteen, Uniform or Band sub-committee. The rules of the sub-committee, including elections for positions are confirmed and elected annually at the Annual General Meeting of the P&C Association.

What is the working relationship between sub-committees and the P&C Association?

Sub-committee have delegated authority as outlined in the rules put in place by the P&C Association and are fully accountable to the P&C Association. Each sub-committee must operate within the rules set by the P&C Association.

Does the sub-committee report to the P&C Association?

Yes. The sub-committee needs to table a written report to each P&C Association's general meeting.

Does a sub-committee "own" their own money?

No. All monies belong to the P&C Association. All expenditure is approved by a resolution of the P&C Association.

Does a sub-committee have their own President?

No. The head of the sub-committee is known as the Convenor or Chairperson. The sub-committee is governed by the P&C Association's Constitution and the rules set by the P&C Association.

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Can someone be a member of more than one sub-committee?

Yes.

- If they meet the membership requirement of the P&C Association and are duly elected to the sub-committees at the Annual General Meeting or in the case of an ad-hoc sub-committee elected by the P&C Association.
- Providing the rules -set by the P&C Association including the sub-committee rules and bylaws allow one person to be on more than one sub-committee.

For Example: The Principal and President are ex-officio members of all sub-committees, and the Treasurer or the Treasurer's nominee is a member of all sub-committees of the P&C Association.

Do we have to wait for an Annual General Meeting to form a sub-committee?

No. Sub- committees can be formed when necessary. The P&C Association must adopt and implement the sub-committee rules before electing the sub-committee members.

The election can happen at a General Meeting or a Special Meeting with the understanding that the positions will be declared vacant for re-election at the Annual General Meeting if they are a standing sub-committee.

Can paid employee be a member of sub-committee?

Yes. A paid employee/s can be a member of a sub-committee where they are not employed e.g. a Canteen employee can be a member of the Uniform Shop sub-committee. In addition, a paid employee/s must not hold an Office Bearer position or Executive position within the P&C Association.

Can members of the sub-committee be signatories on the sub-committee's bank account?

No. Only the Office Bearers of the P&C Association as appointed at the Annual General Meeting can be signatories on P&C Association bank accounts including the sub-committee accounts. If an Officer is elected at any meeting other than an Annual General Meeting, a resolution to add that Officer to be a signatory on accounts can be taken at any meeting of the P&C Association.

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