

# Manly Campus P&C Roles

Our P&C comprises an executive committee as well as working group heads and members, event specific volunteers and general volunteers.

All roles are non-paid and generally not onerous. People are always welcome to join and participate in whatever capacity suits their interests and availability. It's a fun and very rewarding experience.

There are fundamental “keeping the lights on” roles (e.g. no canteen WG then school canteen cannot function, no uniform shop manager then no uniform shop) to broader “community uplift” roles (e.g. Trivia Night, Communications, Events, specific Community engagement projects).

The roles can be shared, many can be done remotely, people can engage to carry out specific aspects of a role (e.g. annual WWC compliance check on canteen staff via online portal which takes probably 20 mins in total).

At the AGM all roles are declared vacant. In addition, in 2025 most of the exec are stepping back so if you are interested don't be shy, just shout out and we will collaborate to get people in suitable roles with good support structures in place.

Any more information just reach out to: [exec@manlycampuspandc.org](mailto:exec@manlycampuspandc.org)

# Role Descriptions: Keeping Lights On

| Role                | Description  |
|---------------------|--|
| President           | Maintain open lines of communication between the P&C and the school, chairing P&C meetings, oversight of activities, fostering participation of P&C members in decision making, encouraging and supporting members and volunteers, acting as the P&C spokesperson at school and external events. |
| Secretary           | Administrative tasks related to the decisions of the P&C including; maintaining official documents and records, preparing and disseminating meeting notices, agendas and minutes, note taking in meetings.   |
| Treasurer           | The Treasurer's role includes; producing financial accounts including budgets, cash-flow, profit & loss accounts and balance sheets , complying with all financial accountability requirements.  |
| Vice President (x2) | Support the P&C President by whatever means necessary to ensure the objectives of the P&C association are met. The VP forms an integral part of the P&C executive and can fill-in for the P&C President.   |
| Canteen             | Responsibility for maintaining communication lines between the canteen and the P&C to facilitate it's continued operation including; volunteering needs, financial and technical support and, compliance with health and regulatory requirements.  |
| Uniform Shop        | Managing the second hand stock contributions, opening shop (currently) twice monthly, maintaining records of sales (primarily automated via Square).   |
| WWCC                | The WWC officer must be abreast of all current requirements and ensure our P&C is in compliance.   |
| Technology          | Manage technology supporting P&C activities.   |

# Scale of Commitment: Keeping Lights Or

| Function     | Summary            | Frequency                               | Description                                  |
|--------------|--------------------|---|--|
| President    | Meetings           | One at school, One online per term      | Chair  |
| President    | eMail              | Every other week (shared with exec)     | Respond                                      |
| President    | Principal          | Once or twice per time, can be on phone | Catch up each term and pre meetings          |
| Secretary    | Meeting Minutes    | Twice per Term                          | Manage minutes & agenda                      |
| Technology   | Data Storage       |   | Manage platform and make documents available |
| Technology   | Meeting AV         | Twice per Term                          | Manage                                       |
| Uniform Shop | Attend             | Twice per Term and Special Events       |  |
| Finance      | Contracts          | Once per year                           | Copy and paste from template                 |
| Finance      | Reports            | One per term                            | Copy and paste from template                 |
| Finance      | ACNC               | Annually                                | Template based on term reports               |
| Finance      | Insurance          | Annually                                | Review and pay                               |
| Finance      | Bank Approvals (5) | Fortnightly                             | Online                                       |
| Finance      | School Office      | Ad hoc                                  | Be available for discussions                 |
| Finance      | Pickles            | Annually                                | Pick up cheque from office                   |
| Canteen      | Menu Updates       |   | Minor changes each term                      |
| Canteen      | Liaise             |   | Be available for staff feedback to P&C       |
| Canteen      | Technology Support | Ad-Hoc                                  | School tech team usually help initially      |
| Canteen      | Volunteers         |   | Encourage                                    |
| Canteen      | Canteen P/L        | One per term                            | Review book keepers reports                  |
| Canteen      | Monitor            |   | Pricing, Compliance, Infrastructure          |
| Canteen      | Sign Up Sheet      |   | Manage                                       |
| Compliance   | WWCC               | Once per year                           |  |

# Role Descriptions: Community Uplift

| Working Group               | Description  |
|-----------------------------|--|
| Fundraising & Grants        | Oversees and co-ordinates any fundraising events, helps write grants applications for the P&C.   |
| Communications              | Keeping our school community informed of events, initiatives, fundraising, volunteers and successes via the school newsletter and our social media platforms. This is a fun role for creative people to work their magic.  |
| Events                      | Assist in organising and supports a number of school events each year including volunteer and staff thank-you evenings, Year 12 celebrations, parent-teacher nights, school musical set-building and costumes, and others. These events form an integral part of our wonderful school culture. |
| Sustainability WG           | Organises and facilitates activities around environmental issues including beautification of school grounds and implementing energy saving initiatives.  |
| District P&C Representative | Representing & advocating on behalf of our school at district P&C meetings held once or twice per year and reporting back to our P&C on activities/initiatives.  |
| Building & Library Fund     | Makes decisions about where and when to allocate funds for school infrastructure projects.   |
| Special Projects WG         | Special projects can include anything not otherwise covered elsewhere. Use your skills and contacts to come up with something really special that you can do for the school!   |
| Parent Advisory Group (PAG) | Collaborate with parent groups across NBSC campus facilitated by Campus Principal. Formally once/term. This is super fun and more participants very welcome.   |
| Teacher Panels              | Provide parents to participate in DepEd staff recruitment panels.  |

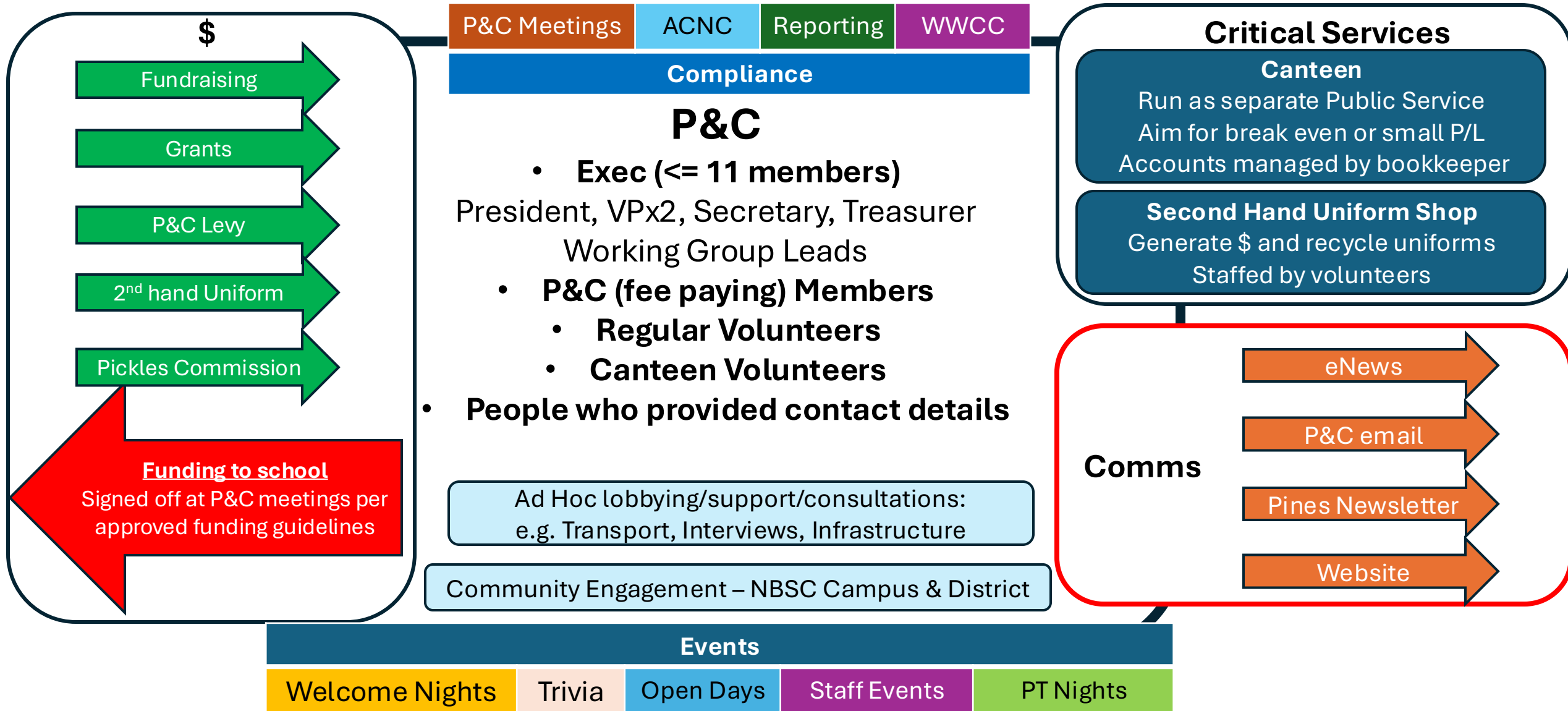
# Scale of Commitment: Community Uplift

| Comms                     |   |
|---------------------------|---|
| Content (Comms Committee) | Create  |
| Email / eNews             | Distribute updates  |
| WhatsApp                  | Distribute updates  |
| Website                   | Update  |
| Pines                     | Create content  |
| Events                    |   |
| Calander                  | Be aware of events requiring P&C input and flag to others |
| Trivia                    | Co-ordinate organising group                              |
| Staff Events              | Order online (based on previous events)                   |
| Social Events             | Events in school requiring volunteers                     |
| Ad-hoc Errands            | Gift card, pick ups, drop offs, Y12 events                |
| Sign Up Sheet             | Manage  |
| Grants / Fundraising      |   |
| Monitor                   | Monitor and flag to P&C                                   |
| Applications              | Fill in short standard (much of it prefilled) form        |
| Community                 |   |
| Volunteers                | Encourage   |
| PAG                       | Once per term (max)                                       |
| Finance WG                | Once per term (max)                                       |
| Tech WG                   | Once per term (max)                                       |
| District P&C              | Intermittently  |

# Appendices



# Manly P&C on a Page: What we do



# What does a P&C do?

- 
- One thing! To support and enhance our children's education
    - bringing parents, citizens, students and teaching staff into close co-operation
    - provision of facilities for the school to promote recreation & welfare
      - Canteen
      - Second Hand Uniform
      - Financial support for school programs: Schools have their own budgets —but invariably they need more than the budget allows. That's where the parent committee becomes a really valuable partner.
  - The parent committee is the voice of the parents. It's at these meetings that decisions affecting your child at school are made. Committee meetings are usually held once a month. Any parent or guardian can attend.
  - Get the inside story on what's really happening in the school (not the gossip). Our principal is always available to answer questions and teachers sometimes attend too
  - Meet other parents
  - Assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students of the school



# Parent Communities are a great way to

- Have a say in the development of school activities such as excursions and camps and curriculum
- Guide school management in its financial planning by helping prioritise the resource wish-list
- Contribute to the school's resources through various fundraising projects
- Fundraising is a powerful way in which to help your school get much-wanted additional resources—from extra library books to a shade cloth over a play area, new kitchen; even a new swimming pool!!!!!!!!!!!!!!
- All money raised by a parent committee must be used for the benefit of the school. But as a member, you get to vote on how funds are used—and ultimately, that can only benefit your child too.
- Give feedback on school policies and activities
- Provide additional resources to be used to enhance student learning
- Provide parents with opportunities to be involved in their child's education.