



P&C Executive Support 2017

Overview

The P&C Association consists of volunteers who, in partnership with the school Principal and staff, share the goal of achieving the best possible outcomes for all students of Cairns State High School. The Association raises funds that are spent to enhance the quality and scope of the school's facilities and activities, for the benefit of students.

The P&C Executive Support officers work provides continuity in the performance of the P&C's functions, regardless of Executive Committee and membership changes.

DUTIES AND RESPONSIBILITIES

The P&C Executive Support officers are responsible for the effective and efficient day to day management and administration of the Association's affairs including support of P&C employees and volunteer helpers. The roles may be shared among several paid staff and volunteers. The P&C Executive Support officers contribute as team member(s) in the provision of functions and delivery of services to the principal, staff, students, parents and the public.

General duties include:

- 1 Provide administrative support to the Executive of the P&C Association
- 2 Provide administrative support to subcommittees of the P&C Association.
- 3 Ensuring P&C practices and processes are current and available;
- 4 Supervise canteen operations including end of day procedures and maintenance;
- 5 Supervise employees and volunteers of the Association and facilitate their induction, training and development including adherence to workplace health and safety regulations.
- 6 Manage canteen business operations on a day to day basis;
- 7 Manage the finances of the P&C and its business operations;
- 8 Supervise the operations of the school uniform shop
- 9 Organising P&C events and activities
- 10 Encourage and develop parent participation in a range of school-based activities including membership of committees and participation at school events such as Parent Meet'n'Greet.
- 11 Manage the communication strategy including social media, website
- 12 Encourage and provide administrative support to fundraising activity including the preparation and submission of grant applications.
- 13 Invoicing and receipting of out-of-hours Facility Hire Income.
- 14 Any other duties as directed by the Executive of the P&C Association.

Duties statement

	Key Duties	Key Actions
Provide administrative support to the Executive of the P&C Association	Contribute to the efficient management of the P&C office and records, including financial and budget activities as per the P&C accounting manual	<ul style="list-style-type: none"> • Maintain share point as location for important documents for Exec • Archive • Prepare executive manual for every officer • Review confidentiality deed • Review compliance with DET releases e.g. constitution updates • Administer Blue card and police checks and registers
Provide administrative support to subcommittees of the P&C Association.	Manage logistics of meetings Maintaining the appropriate flow of information to/from P&C Executive and members.	<ul style="list-style-type: none"> • Notify members within appropriate timelines of the meetings as per constitution • Update mandatory documents in preparation of the meeting • Prepare and distribute all meeting agendas, reports etc., and meeting minutes to the P&C membership • Work with secretary to provide minutes
	Deal with all P&C correspondence, both mail and email, on a daily basis	<ul style="list-style-type: none"> • Collect and prepare important materials • Act on behalf for some materials/Refer to executive • Prepare inward correspondence for meeting Outward correspondence
Ensuring P&C practices and processes are current and available;	P&Cs Queensland policies are implemented and up to date	<ul style="list-style-type: none"> • P&C accounting manual • Induction • Bullying and Harassment
Supervise canteen operations including end of day procedures and maintenance;	Supervise end of day` Assist with emergent management issues	<ul style="list-style-type: none"> • Assist with emergent maintenance and repair issues • Assist with recruitment of part time staff • Ensure separation of duties for canteen accounts and banking.
Supervise employees and volunteers of the Association	Support staff on a day to day level	<ul style="list-style-type: none"> • Facilitate induction • Organise training and development including adherence to workplace health and safety regulations. • Participate in recruitment and selection as required by executive • Maintain an employee and volunteer register
Manage canteen business operations on a day to day basis	Manage the canteen on a day to day and long-term basis	<ul style="list-style-type: none"> • Manage suppliers, stock, pricepoints, staffing, policy compliance including safe food handling, DET Smart Choices, etc • Seek feedback and act on it • Submit the menu quarterly for P&C approval.
Manage the finances of the P&C and its business operations	Use financial management systems to account for income and approved expenditure of the P&C	<ul style="list-style-type: none"> • Accounting income and payment of approved invoices • Wages, superannuation • Monitoring budget and preparing reports • Responding to requests by the treasurer and P&C president. • Working with other Executive Support officer(s) as required. • Following the requirements of the P&Cs accounting manual
Supervise the operations of the school uniform shop	Manage Uniform shop	<ul style="list-style-type: none"> • Monitoring and ordering stock • Stocktaking three times a year

	Develop ecommerce options	<ul style="list-style-type: none"> • Setup and operation of the annual January uniform shop • Sitting on the school uniform committee
Organising P&C events and activities	Event management and support: Centenary event invitations, implementation, Fund-raising such as Quiz night Parent events such a Y7 meet and greet Manage working bees	<ul style="list-style-type: none"> • Managing RSVP for special events • Supporting the recruitment of parent volunteers for events • Organise venue and support for events • Cook and provide BBQ as needed. • Order and arrange delivery for event materials such as drinks and catering • Approach business in conjunction with the school marketing staff for donations for fundraising and prizes. • Assist the school in major parent events such as Valedictory and Presentation Night.
Encourage and develop parent participation in a range of school-based activities including membership of committees and participation at school events such as Parent Meet'n'Greet.	Parent and community recruitment to attend meetings and become members Management membership processes Market school and P&C events to the parent community.	<ul style="list-style-type: none"> • Establish and maintain an annual P&C membership register Email forms and encourage memberships for AGM • Seek new memberships during the year • Blue card register • Maintain attendance register for meetings, volunteer and events. • Assist with parent and community participation in the community. • Review and collate community surveys and feedback
Engage in marketing activities and manage the communication strategy including social media, website	Develop and utilise a range of communication strategies	<ul style="list-style-type: none"> • P&C member email list • P&C Website (Centenary website) • P&C facebook • Liaise with school to use ID attend bulk email system • Liaise with marketing to ensure notice on electronic noticeboard. • Present P&C information at school functions <ul style="list-style-type: none"> • Orientation and information night • Present information on behalf of P&C • Recruit new members • Assist with set up • Uniform information • Facilitate constructive communication between the P&C Association, the Principal and school staff, students, and the wider community • including regular meetings/updates with the school principal • notices/advertisements in the weekly updates, bulldog magazine etc.
Encourage and provide administrative support to fundraising activity including the preparation and submission of grant applications.	Manage grant funding and fundraising activities Organise key fund raising activities	<ul style="list-style-type: none"> • Including seek, apply for and acquit grants • Coordinate P&C fundraising events
Manage out of hours hire of all school venues	Prepare and send all hirer invoices as necessary, and on a monthly basis to regular hirers	<ul style="list-style-type: none"> • fielding enquiries • conducting venue inspections • preparation of hire agreements

		<ul style="list-style-type: none"> • issue of invoices, and payment of hire fees • key and security code handover and inductions • Attendance at the school, out of hours, when problems arise. • after hire inspections, security key return, and refund of bond
Any other duties as directed by the Executive of the P&C Association.	As required	As required

Essential Skills (to be tailored to the specific role)

1. Excellent communication skills, including an ability to communicate effectively with a wide range of people in a variety of settings and to positively promote the school, and the policies and activities of the P&C Association.
2. Sound administrative skills, including demonstrated computer skills, financial administration and general office skills.
3. The adaptability and initiative to manage a diverse workload under minimal supervision, including an ability to plan workloads, meetings and fundraising activities, organise office and membership records, and meet various deadlines.
4. Experience in any of the following will be advantageous:
 - Stock control
 - Meeting / event management
 - Grant funding tasks
5. An ability and preparedness to work with a variety of school stakeholders, exercising tact, confidentiality, impartiality and reliability.
6. An understanding of the operation of volunteer organisations and the implementation of Occupational Health and Safety and Equal Employment Opportunity principles and practices.
