

SUNSHINE BEACH STATE HIGH SCHOOL P&C ASSOCIATION



P&C ELECTIONS ARE HAPPENING AT OUR NEXT AGM

Every year at the P&C AGM (Annual General Meeting) as per the constitution process, all voluntary P&C Executive Positions are vacated and re-elected. We are inviting anyone who is interested in becoming more involved and have an active role on the SBSHS P&C to put themselves forward as a nominee for an Executive Position and join the team! - **Existing executive members are also able to re-apply for an executive position.**

Here are the voluntary Executive Positions up for election this year:

- President
- VP of Events + Marketing
- VP of Environmental + Sustainability
- VP of Governance
- Treasurer
- Secretary



WHO SHOULD JOIN THE P&C?

- Those who want to make a difference
- Those who want to make new life-long friends
- Those who have great ideas about how to make our school better for all students
- Those who want to "give back" to their community
- Those who want to be part of a wonderful organisation



Executive team role nominations, how to apply: Prior to the AGM the nominee should provide an Executive Officer Nomination Form to the P&C – they can also let the Principal know verbally of their nomination intention. They will also need to provide an Application for Membership Form with their nomination. Without the membership form they will not become a member at the AGM and not be eligible to nominate for an executive position. **Anyone interested in applying please send an email to: The P&C President on e: pandc@sunshinebeachhigh.eq.edu.au**

WHAT'S INVOLVED?

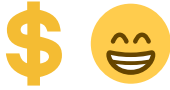


PRESIDENT



- Provide leadership & chair meetings
- Act as P&C spokesperson/representative
- Foster good communication between P&C, parents, school & community
- Be accountable for P&C committee & operations
- Oversee HR & business operations
- Prepare specifications for events and projects

TREASURER



- Ensure compliance with P&C Qld Accounting Manual & other regulations
- Prepare monthly report
- Prepare annual budget and forecasting
- Manage financial statements
- Pay accounts & maintain asset register
- Account management
- Ensure accounting is open & transparent

SECRETARY



- Prepare agendas & minutes of meetings
- Liaise and actively communication with all members
- Maintain register of correspondence
- Maintain member & volunteer registers
- Organise, record & maintain documents
- Assist with other administrative requirements for the P&C association.

VP OF EVENTS + MARKETING



- Support President, Executive team and Business Services Manager as needed
- Social Media marketing & communication
- Assist with events & fundraisers as needed and engage P&C and volunteer involvement
- Liaise and actively encourage relationship between parents, school & local community groups and businesses on events and fundraising opportunities
- Prepare specifications for events
- Report to committee on events
- Liaise with P&Cs Qld as required
- Liaise with SBSHS to ensure effective communication on events

VP OF GOVERNANCE



- Support President, Executive team and Business Services Manager as needed
- Ensure association and any sub-committee compliance with P&C Constitution, P&C Accounting Manual and P&C Support Guide at all times
- Liaise with P&Cs Qld as required
- Assist with HR matters and records
- Ensure the P&C and SBSHS as a whole are working effectively towards furthering its cause

VP OF ENVIRONMENTAL + SUSTAINABILITY

- Support President, Executive team and Business Services Manager as required
- Responsible for overseeing the environmental projects and goals of the P&C association
- In accordance with agreed P&C projects. Implement and monitor environmental strategies including grant applications to promote and support the sustainable development at SBSHS.

All roles must ensure organisational compliance with P&C Qld documentation including; the Constitution, Accounting Manual and Support Guide

WANT TO JOIN THE P&C?

NEW MEMBERS + VOLUNTEERS WELCOME:

As the P&C is directly involved in enriching the SBSHS school life, your voluntary support is both needed and very much welcomed. We are always looking for new members and volunteers to support the executive team. Please come along to the AGM or any P&C meeting and register. All are welcome and encouraged to attend and have your say!

VOLUNTARY EXECUTIVE COMMITTEE ROLES:

Anyone interested in applying please send an email to:
Kelly Rechtin - P&C President
e: pandc@sunshinebeachhigh.edu.au