



Who are the Office Bearers?

The Officers for a P&C Association consist of a President, two Vice Presidents, a Secretary and a Treasurer. No other roles can be included as Office Bearer as these roles are dictated in the Prescribed (Incorporated) and Standard Constitutions registered with the Minister for Education.

These positions are available for election each year at the Annual General Meeting (AGM). Any financial member is eligible to stand for these positions when they are available for election. If a position is not filled at the AGM, or becomes vacant between AGMs, the vacancy can be filled by election at any General Meeting.

Signatories to all P&C financial accounts, including sub-committees, are the Officers of the P&C Association – President, two Vice Presidents, Secretary and Treasurer. The accounts shall be operated by any two (2) of these signatories, of which one should be the Treasurer.

Other positions can be agreed by the P&C Association with relevant responsibilities, and these would also be elected at the AGM but they are not recognised as Office Bearer positions. The P&C Association should determine if the role is an Executive Committee position and ensure it is documented accordingly.

NOTE: In the absence of a Canteen or Uniform Sub-Committee, the Officers, as part of the P&C Executive are responsible for the management of the canteen and uniform shop.

Frequently Asked Questions

- **Can more than one member from the same family hold an Office Bearer position?**
Yes. This situation is generally not recommended but if the member has the skills and follows the Constitution, By-Laws and policies, it is not illegal or unconstitutional.
- **Can one member hold more than one Office Bearer position at a time?**
No. Each Officer role has a distinct responsibility and is also a signatory on the Association accounts. There needs to be a segregation of duties between each role and the same person in more than one role would circumvent that.
- **Can a paid P&C employee hold an Officer/Office Bearer/Executive position?**
No. Clause 5a of the Constitution stipulates that members of the Executive shall not receive remuneration because of their position. The Executive are responsible for all employment and this situation would present a serious conflict of interest for anyone holding an Executive position.
- **Can a paid P&C employee be a signatory of bank accounts?**
No. Only Office Bearers are able to be signatories on P&C accounts and as P&C employees are not able to hold Office Bearer positions, they are not able to be signatories on any P&C



account. P&C Sub-committees, eg canteen, uniform, fundraising, do not have separate signatories to the Office Bearer positions.

➤ **What happens if a role is not filled at the AGM?**

The position would remain vacant until someone is elected to the role at a properly convened meeting. The meeting may decide that certain tasks are carried out by specific members/Officers to assist until the position is filled. Members carrying out these tasks are not considered to be appointed to the role unless they are elected at a properly convened meeting. The vacancy of any one position does not invalidate the functioning of the P&C.

Reference References

Prescribed (Incorporated) Constitution
Standard Constitution