



## **North Sydney District Council of P&Cs (NSDC P&C)**

### ***The Voice of Public School P&Cs in North Sydney***

#### **Objectives**

- Represent and advocate for North Sydney District Council of P&Cs to the local members of parliament and the NSW & Federal Ministers for Education
- Promote & support public education
- Promote & support co-operation among school P&Cs, the DoE, other education and community organisations as well as government agencies

#### **Structure of P&C Associations**

Each NSW public school's P&C is entitled to become a member of their local P&C District Council. Statewide there are numerous District Councils that sit under the NSW Department of Education regions and the Connected Communities schools.

All school P&C Associations in North Sydney are able to elect two (2) delegates and also alternates delegates to attend meetings. All financial delegates have voting rights, and the alternates will have voting rights in the case the nominated delegate/s are unavailable. Observers and visitors are welcome at meetings but will not have voting rights.

NSDC P&CS usually meets once per school term in addition to an AGM. Venues and meeting dates are decided from AGM to AGM. Forums on current educational issues are also held regularly as well as workshops on roles, responsibilities and governance. NSDC P&CS are able to provide consultation and support for individual P&Cs where required.

Agenda items should be sent to the Secretary or President at least 10 days prior to the meeting. The agenda is distributed seven (7) days before each meeting via email.

#### **Executive**

The Executive consists of the following positions:

- |                  |             |
|------------------|-------------|
| ▪ President      | ▪ Treasurer |
| ▪ Vice President | ▪ Secretary |
| ▪ Vice President |             |

The Executive is elected by the affiliated school delegates at the AGM. The term for members elected to these roles is effective until the next AGM. The Executive may meet between General meetings, when necessary, to maintain the business of NSDC P&CS. The Executive decisions will be tabled at the next General meeting to secure the meeting's ratification for decisions taken



## **NSDC P&CS Roles and Responsibilities**

### **Affiliate Delegate**

- Represent the views of your school P&C at NSDC P&CS
- Report to and from NSDC P&CS and your school in a timely manner, preferably in writing
- Participate in the business of NSDC P&CS at General meetings by engaging in discussions/debate and by exercising their voting rights
- Participation as a school delegate is vitally important in NSDC P&CS achieving its objectives

### **President**

- Responsible for ensuring the successful functioning of the NSDC P&CS and ensure fair participation of all members, adherence to the Constitution & usually chairs meetings
- Represent the association outside meetings when public statements or actions are required

### **Vice Presidents**

- Undertake Presidential duties when requested to do so by the President or when the President is unable to undertake those duties

### **Treasurer**

- Is responsible for the sound financial management of NSDC P&CS
- Is responsible for invoicing, update membership register and reporting to each meeting
- Maintain list of voting members with Secretary
- Prepare accounts for auditing, liaise with auditor and present to the AGM the audited accounts

### **Secretary**

- Prepare, in consultation with the President all meeting agendas
- Drafting and dispatch of correspondence as directed by NSDC P&CS or the President
- Maintain list of voting members via properly authorised nomination forms with Treasurer
- Produce minutes for meetings held and submit them for approval within 14 days of each meeting

### **Web Administrator**

- Manage Council website as directed by President and Executive
- Provide advice/recommendations to Executive regarding promotions and related policies

### **Contact**

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