WHAT IS A P&C ASSOCIATION?

A P&C (Parents & Citizens) Association is a group of community members who come together to make important decisions about school matters.

The P&C is a group that:
- Brings together parents, citizens, students and teaching staff to promote the best interests of the school
- Assists in providing facilities and equipment through fundraising efforts
- Promotes the recreation and welfare of students
- Encourages parent and community participation in curriculum, educational issues and policy development

Being on the Hampden Park P&C provides you with the opportunity to be informed and contribute to educational matters relating to our school including fundraising, school policies, special projects and more.

A very important element of our P&C is fundraising, as whilst the school is allocated money from the government, it is generally allocated to specific learning and maintenance areas. Therefore the school needs supplementary funding in order to provide the children with up to date resources, play equipment and other items not covered by government funding. In this way you can directly benefit the educational experiences of your children at school.

MEMBERSHIP

All parents and carers with children at our school, as well as citizens living within the schools boundaries, can become members of the P&C. Staff from the school may also be members. Membership costs $1 per year.

HOW TO GET INVOLVED

Being involved in the P&C, especially in an executive role, is a great way to gain invaluable experience and is highly attractive to potential employers. You can choose to attend meetings and just watch and listen, you can become a member and make decisions, or you can nominate for one of the positions. Ultimately it is our children who benefit – so why not get involved, have some fun and meet some new people!

If you are interested in getting involved, contact the school office on 02 9750 4111 or you can simply come along to a meeting. Please see the box on the left for the meeting dates for 2016. You can also email the P&C Executive at: hampdenparkpandc@gmail.com
WHO RUNS THE HPPS P&C?

The P&C is run by volunteer parents and citizens who are democratically elected to positions at the AGM (Annual General Meeting). Once the AGM has been held and parents are elected to these positions, their names and contact information will be published on the school website at: www.hampdenpk-schools.nsw.edu.au/our-school/parents-citizens-assoc-p-c/p-c-executive

THE PRESIDENT

The President is responsible for:
- The successful functioning of the P&C Association meetings
- The attainment of the P&C Association’s objectives
- Ensuring that the P&C Association takes part in decision-making processes in the school
- Fostering fair participation of all members and ensuring that all new members are made to feel welcome
- Supporting volunteers
- Consistent adherence to the constitution
- Acting as the P&C’s spokesperson when public statements or actions are needed
- Setting up lines of communication with the Principal
- Being signatory on the Association’s bank accounts
- Chairing meetings: in the absence of the President, one of the Vice-Presidents will chair the meeting or the meeting can elect a chairperson from the members present for that meeting.

THE VICE-PRESIDENT

The role of the vice-president is to become familiar with P&C operations, rules and meeting procedures and provide essential support for the President and possibly other members of the team. The vice-president will chair those meetings from which the President is absent and carry out any duties that have been delegated by the President.

THE SECRETARY

The Secretary is responsible for carrying out the administrative tasks related to the decisions of the meetings as resolved.

- The Secretary prepares, in consultation with the President, all meeting agendas.
- The Secretary is required to attend P&C Association meetings and take notes of the discussions in order to produce a set of Minutes for subsequent distribution to members and for receipt, possible amendment and adoption at the following meeting.
- Further, the position includes receiving and tabling all correspondence as well as writing and dispatching outgoing correspondence as resolved/appropriate.
- The Secretary also issues notice of all meetings and maintains official records of the P&C Association such as the constitution, by-laws, rules of subcommittees, Incorporation Certificate, ABN details, list of financial (voting) members, Minutes, Attendance book.

THE TREASurer

- The Treasurer receives and deposits monies, maintains records, draws cheques and presents accounts.
- The Treasurer also ensures that all funds held and handled by P&C are properly and openly accounted for as the Treasurer is responsible for all funds held in the name of the P&C Association.
- The Treasurer is a signatory on the P&C accounts.
- The Treasurer should encourage members to understand the state of the P&C Association finances.
- The Treasurer must ensure a case book or books are kept, recording all financial transactions of the P&C Association.

The information above has been adapted with permission from the NSW P&C Federation Website. For more details on the P&C Federation visit: www.pandc.org.au