



John Purchase Public School Parents' & Citizens' Association

"Participate and Communicate"

Canteen/Uniform Shop Sub Committee Roles and Responsibilities of Members

The John Purchase Public School Canteen and Uniform shop is overseen by a sub committee of the John Purchase Public School Parents and Citizens' Association. These services are run for the benefit of students and parents of John Purchase Public School and are intended to be a non-profit, non-loss operations.

Both services are managed by a single elected Sub-Committee of the P&C and is therefore bound by the rules, constitution and directions of the Association.

The Canteen/Uniform Shop Sub-Committee consists of the following members:

- i) Convenor or chairperson
- ii) Minute Taker or Secretary
- iii) Treasurer (or the P&C treasurer in the absence of a Treasurer)
- iv) Up to three additional ordinary members of the Association

You must be a financial member of the P&C Association to be elected to the Canteen/Uniform sub-committee . The general roles and responsibilities of each of these positions is described in the following text

Convenor

The head of the committee is the Convenor or Chairperson. This person holds the primary responsibility for:

- the running of the sub committee including organising and running sub committee meetings;
- handling and mediating communications between committee members;
- managing any issues relating to the band that falls within the sub-committees brief.
- liaising with the P&C Association Executive on all matters
- presenting a monthly report at all P&C General meetings.
- being the primary contact person for the Canteen or Uniform Shop on official matters.
- Ensuring that the sub-committee adheres to all relevant Association rules as well as State and Federal laws that may apply.
- Act as a signatory for Canteen and Uniform Shop accounts

- the primary contact person for the Canteen and Uniform Shop Managers who are employees under the sub committees care and authority.

Minute Taker

The Minute Taker is essentially fulfilling the role of a Secretary. The role of the minute taker is;

- to take down the minutes of sub committee meetings during meetings
- to write the minutes up after the meeting and to distribute the minutes to members of the committee for comment.
- To keep a record of all minutes both electronic and printed that are stored and accessible to all members if required.
- To keep a record of all official committee communications both written and electronic. In this regard all emails or official documents should be sent to the Minute Taker in order to allow this.

Treasurer

The position of Treasurer can be held either by a P&C member (referred to as the P&C Treasurers delegate) or by the P&C Treasurer. Irrespective of who holds the role the Treasurer is responsible for

- The overall monitoring and reporting of the Canteen and Uniform Shop financial situation.
- To act as a signatory to the Canteen and Uniform shop accounts
- To liaise with the P&C Treasurer (if a delegate is appointed)
- To help produce financial statements to be presented at Association general meetings as well as the end of year accounts for audit by the P&C Associations appointed auditor.
- To assist with a bookkeeper that may be employed by the P&C Association in the preparation of accounts.
- To help in the preparation and upkeep of budgets.
- To assist in the recording and maintenance of employee records
- To assist the P&C Treasurer in the payment of employees, the preparation of BAS information (quarterly) and the payment of withholding tax and superannuation. This may be with the help of the P&C bookkeeper if one is employed.

Remaining members of the committee

The role of the remaining 3 members (usually referred to as the ordinary members because they hold no specific P&C Association title) is to provide additional input and guidance into the operation of both enterprises and to ensure that all decisions taken are done so within the strictures of current legislation and the constitution and rules of the P&C Association. The sub committee may create specific roles and titles as it sees fit for these people.