



## PCSS P&C Frequently Asked Questions (FAQs)

### Membership

- Q Do you have to be a member to go to a meeting?
- A No. All are welcome to come along to a meeting, but only members can be involved in voting and decision making.
- Q How do I become a member?
- A Applications for membership are taken at the end of each general meeting. For the AGM, Applications are taken at the start of the meeting, AND this is the one meeting of the year where you do not have to be present to apply to become a member.
- Q Do I need to be a member to be involved in P and C events?
- A No. We often have volunteers that can only help out at certain events and can't schedule in regular involvement with the P and C. You will however need to be a member to get involved in the planning of events. If you'd like to register as a P and C volunteer, please let us know by emailing [pandc@picniccreekss.eq.edu.au](mailto:pandc@picniccreekss.eq.edu.au).
- Q Do I have to go to every P and C meeting?
- A No.
- Q When are the P and C meetings held?
- A In 2019 our meetings will be held on the first Tuesday of each month at 6pm (during term only).
- Q How long does my membership last?
- A Membership of the Association is renewable each year at the AGM. A member who wishes to reapply for membership must complete and submit an application for membership renewal to the P and C prior to or at, the annual general meeting.



### Officer Bearer Roles on the Executive Committee

Q What are the Officer (Executive Committee) roles on the P and C?

A All P and C s require an Executive Committee comprised of the following Officers:

- a) a President;
- b) at least one Vice-President;
- c) a Secretary;
- d) a Treasurer;
- e) any additional Officers as decided by the Association.

Q What do the Executive Committee do?

A President

The President is the accountable officer and provides leadership and representation for the P and C and its Executive. *Link to P&C's Qld President Guide: <https://view.publitas.com/p-cs-qld/president-booklet-2017/page/1>*

Vice President

The Vice President supports the President by chairing meetings in the President's absence and carrying out any duties delegated by the President.

Secretary

The Secretary provides administrative support to the P and C, including recording the minutes of meetings, attending to all correspondence to and from the P and C, and keeping the P and C's documents safe and in good order. *Link to P&C's Qld Secretary Guide: <https://view.publitas.com/p-cs-qld/secretary-booklet-october-2017/page/1>*

Treasurer

The Treasurer has overall responsibility for the financial management of the P and C, including all subcommittee accounts. *Link to P&C's Qld Treasurer Guide: <https://view.publitas.com/p-cs-qld/treasurer-booklet-august-2017/page/1>*

Q How do I nominate for an executive position?

A If there is an executive officer position vacant on the P&C, you can send an email requesting an executive nomination form to [pandc@picniccreekss.eq.edu.au](mailto:pandc@picniccreekss.eq.edu.au) and we'll send through the nomination form, which then needs to be forwarded to the same email address or left for the P&C via the School office.