What does a P&C Member do?

- Attends and contributes to monthly P&C meetings (approx 9) and the Annual General Meeting held in March – children welcome!
- Meetings are held on the 3rd Monday of the month at 6.30pm in the school’s staffroom
- Meetings run for approximately 1 hour
- Office bearer roles have specific requirements
- Assists with P&C fundraising activities
- As a volunteer, any contribution you make to the P&C is valuable

Roles within the P&C

Within a P&C Association various roles and office bearer positions exist:
- President
- Vice President
- Treasurer
- Secretary
- Executive Committee
- Canteen Convenor
- Uniform Shop Convenor
- Fundraising Convenor
- Member

At times various sub committees may form for special purposes: for example a “disco committee” whose sole purpose is to organise and run a school disco as a fundraiser. Any members of the P&C are able to participate in any sub committee

Roles of the Office Bearer Positions:

President:
- Presides at every meeting of the association in which she/he is present and is a signatory on P&C accounts
- Provides leadership communication between P&C, school and community

Vice President:
- Chair those meetings from which the President is absent
- Provides support for the President, Secretary and the Treasurer in some of their tasks

Treasurer:
- Keeps account of receipts and expenditure, supplies a finance statement to every meeting and prepares wages for P&C staff
- Prepares an annual statement for audit and ensures that all monies received are banked

Secretary:
- Organise, record minutes and maintain information pertaining to the activities of the P&C meeting and general activities

Uniform Shop Convenor:
- Completes tasks including sales, invoicing, stock-takes and reports relating to the activities of the Uniform Shop

Canteen Convenor:
- Completes tasks including food preparation, sales, invoicing, stock-takes and reports relating to the activities of the School Canteen

Fundraising Convenor:
- Develops and applies the fundraising program including Mothers and Fathers day stalls, Easter raffle and school disco

Why join the P&C?

There are many and varied reasons why parents join a P&C, but the underlying reason parents join is because they are interested in their children’s education. Some positive reasons for joining are:

- Rewarding involvement
- Assisting in keeping up with your child/children
- Sharing in the school community
- Staying up to date with educational changes
- Feeling you have made a difference
- Meeting people and other parents in a friendly environment
- An opportunity for getting to know the Principal and Admin staff
- An opportunity for sharing your own expertise
- Being part of a decision making group
- Helping link your school and community
Essential services your P&C provides to the Riverside School Community

- **SCHOOL CANTEEN:** The Riverside Schools canteen is open 5 days a week and employs 2 staff and volunteer helpers. The canteen provides healthy and nutritious options for students at a reasonable cost to parents. It follows the "Traffic Light" system which assists students in making healthy choices when ordering lunches or recess.

- **UNIFORM SHOP:** The uniform shop is run by volunteers through the P&C, with a "Uniform Shop Convener" who oversees the ordering of stock and sales. This service allows the school community to follow the school dress code at a reasonable cost and is conveniently located onsite at the school.

**2014 for Riverside Primary Schools P&C Association**

In 2014 some key positions within the P&C will become vacant; as children grow older and move schools, so do parents. The P&C would like to invite all parents of children at Riverside to consider becoming a member of the P&C in 2014.

Without a fully functioning P&C for the school, the essential services mentioned could cease to exist. This could mean the closure of the school canteen and the out-sourcing of the school uniform shop to outside retail outlets, meaning higher prices for these items.

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**Key Dates:**

- December meeting: Monday 16 2013
- February meeting: Monday 17 2014
- March meeting AGM: Monday 17 2014

**YES I'M INTERESTED..........**

...and I would like to learn more about the P&C. Tick one of the following and fill in your details below.

This slip can be left in the box in the front office or put in the P&C pigeon hole in the staff room.

- [ ] I would be interested in more information about the P&C
- [ ] I would be interested in attending a P&C meeting
- [ ] I would be interested in an office bearer's position in 2014. My interest lies in:  
  - [ ] President  
  - [ ] Vice President  
  - [ ] Secretary  
  - [ ] Treasurer

**NAME:** __________________________

**PHONE:** __________________________

**EMAIL:** __________________________

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**RIVERSIDE PRIMARY SCHOOLS P&C ASSOCIATION**

What is a P&C?

P&C Associations are the forum for parents and citizens in government schools who have an interest in their children's education.

**THE FUNCTION OF RIVERSIDE PRIMARY SCHOOLS P&C IS TO:**

- Develop parent participation and involvement in the school
- Be the forum for parents to discuss issues relating to the school and its community
- Promote and support communication and cooperation
- Bring educational matters to the attention of the wider community
- Provide extra resources for the benefit of government school students, for example running a school canteen and uniform shop

What does the P&C do for Riverside Primary Schools?

Over the past 5 years the Riverside Primary Schools P&C Association has raised in excess of $55,000 for school facilities.

These funds have assisted the school to put the following in place:

- New Kindy playground equipment
- New Pre-Primary play equipment
- New Year 2 area playground equipment
- New fitness equipment

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Riverside Primary Schools P&C Association
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