

## Central Coast Council of P&C's (CCC P&C)

The Voice of Public School P&C's on the Central Coast

### Objectives

- Represent and advocate for Central Coast P&C's to the local members of parliament, the NSW & Federal Ministers for Education and the NSW
- Promote & support co-operation among school P&C's, the DOE and other education & community organisations and government agencies
- Promote & support public education

### 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. State wide there are numerous District Councils that sit under the four geographic NSW Department of Education areas and the Connected Communities schools.

All school P&C Associations on the Central Coast 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.

CCC P&C 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. CCC P&C 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 Committee

The Executive Committee consists of the following positions:

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|------------------|--|
| ▪ President      | ▪ Secretary                            |
| ▪ Vice President | ▪ Publicity Officer (Executive member) |
| ▪ Vice President | ▪ Web Administrator (Executive member) |
| ▪ Treasurer      | ▪ An additional 4 Executive Members    |

The Executive Committee are elected by and from the affiliated school delegates at the AGM. The term for members elected to these roles is effective until the next AGM. The Executive Committee may meet between General meetings, when necessary, to maintain the business of CCC P&C. The Executive Committee minutes are tabled at the next General meeting with a view to securing the meeting's endorsement for decisions taken.

## **CCC P&C Roles and Responsibilities**

### **Affiliate Delegate**

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

### **President**

- Responsible for ensuring the successful functioning of the CCC P&C and ensure fair participation of all members, adherence to the Constitution and 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 CCC P&C
- Is responsible for invoicing, receipting and reporting to each meeting
- Maintain list of voting members with Secretary
- Prepare accounts for auditing and present to the AGM the audited accounts

### **Secretary**

- Prepare, in consultation with the President all meeting agendas
- Responsible for carrying out the decisions of the meeting and the receipt, drafting and dispatch of correspondence as directed by CCC P&C or the President
- Maintain list of voting members via properly authorised nomination forms with Treasurer
- Produce minutes for meetings held and submit to the President within 14 days of each meeting

### **Executive Members:**

#### **Publicity Officer**

- Act as spokesperson for CCC P&C, in conjunction with the President
- Manage media releases and related information

#### **Web Administrator**

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

## **Contact**

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