



## Who Are the Executive Committee?

The P&C Executive Committee (Executive) consists of the Officers (Office Bearers) of the Association and up to six other members. These positions are available for election each year at the Annual General Meeting (AGM). Any financial member is eligible to stand for these positions when they are available for election. If a position is not filled at the AGM, or becomes vacant between AGMs, the vacancy can be filled by election at any General Meeting.

P&C Association may choose to specify responsibilities for any or all of the six additional Executive positions. These responsibilities should be agreed by the members at a properly convened meeting and it is recommended they are included in the By-Laws.

Meetings of the Executive are convened by the President, or a Vice President in the absence of the President. A reminder that the Principal, as ex-officio of all Committees, is a member of the Executive Committee. The Executive may call a Special meeting as per clause 9 of the Prescribed/Standard Constitution. Minutes must be kept of all Executive meetings and presented at the following General meeting.

The Executive is responsible for carrying out the decision of the Association and should ensure meeting decisions are adhered to and are acted upon. The Executive should only meet when necessary. The Executive must be mindful not to make decisions that should be debated at a General meeting. The Executive should only deal with matters that are urgent or of a sensitive nature.

Members have the right to question Executive actions/decisions and, in fact, may if not related to confidential or staffing matters choose not to ratify them at a General meeting. If a P&C General meeting decides that the Executive has acted irresponsibly or inappropriately, the meeting can formally censure the Executive or any member of the Executive.

### Frequently Asked Questions

➤ **Can the Executive make decisions or take action between General meetings?**

The Executive are authorised to carry out the decisions of the Association (Constitution clause 5a). If a decision is required to be made on a sensitive matter between meetings of the Association, the Executive must bring those actions to the meeting for ratification. The meeting may choose not to support the action and where appropriate rescind/revoke the action taken. Decisions/actions should only be made that are of an urgent or sensitive nature.

➤ **Can the Association transfer responsibility to the Executive?**

The Association may invest the Executive with the authority for a specific action but the Constitution states that the Executive are only authorised to carry out the decisions of the Association (Constitution clause 5a). The Executive cannot assume responsibility for the running of the Association; this responsibility remains with the members of the Association.

### Relevant Resources

Prescribed ( Incorporated) Constitution  
Standard Constitution