



# MORNINGSIDE STATE SCHOOL P&C ASSOCIATION

67 Pashen Street, Morningside QLD 4170. ABN 68 278 778 964

General Enquiries: ☎ 07 3908 2333  
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✉ [admin@msspandc.com.au](mailto:admin@msspandc.com.au)  
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Please find below an outline of the structure of our school P&C Association which is a member of P&Cs QLD. If you have any questions about any aspect of a role or would like to know more about being involved, please feel free to contact a current member or email [admin@msspandc.com.au](mailto:admin@msspandc.com.au). We're always happy to chat and new members are very welcome.

## How does the P&C Association work?

Joining the P&C is a wonderful opportunity for parents to make a difference to their child's school environment and it is also a great way to meet others who care about the school community. Morningside State School P&C has achieved many fantastic projects over the years including installation of a playground in the prep area, resurfacing the playground on the oval, providing enough air conditioning units to ensure all classrooms have a/c, building an outdoor classroom and bringing our community together through school fetes, music on the lawn, trivia night, disco's and movie night events. Your participation can help shape the place where your child spends so much of their childhood.

The main role of the P&C Association is to:

- Involve parents in shaping the school community
- Provide a voice for parents and students by maintaining positive relationships between the P&C and school administration
- Bring parents together to share information and views
- Organise social events to build a strong sense of community
- Raise funds and provide additional resources for the benefit of students and teachers
- Give parents an opportunity to learn about school policies and programs
- Support all of the amazing services that the P&C provides such as – OSHC, tuckshop and second hand uniform shop.

The Morningside State School P&C Association meets on the 3<sup>rd</sup> Wednesday of each month for a general P&C meeting. Occasionally, there will be an executive meeting prior to the general meeting to ensure a clear agenda is set and that executive members can check on matters, especially if they are new to their role. We aim to keep the meetings short, productive and fun.

## P&C Association Executive Roles

### President

- Acts as a representative for the P&C
- Liaises regularly with the school principal
- Oversees the P&C Executive and sub-committees
- Ensures efficient communication exists between members of the P&C and the school
- Sets the agenda and chairs P&C general and executive meetings

*This role can be very rewarding and a great way to really contribute to the school community and have a positive impact.*



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## Vice President

- Assists the President with the above and chairs meetings in the president's absence.

*Crucial role to support the President by lending advice and helping out whenever possible.*

## Secretary

- Manages P&C documents
- Maintains a register of all members
- Ensures registration forms are available for new members
- Provides appropriate notice of upcoming meetings
- Distributes agenda before meetings
- Takes attendance and minutes at meetings
- Sends reminders for reports for meetings

*Keeps everyone on track and spends time compiling agendas and minutes.*

## Treasurer

- The P&C employs a Finance Manager
- Accounts are handled by our Finance Manager. The Treasurer's role involves regular signing and approval of invoices and acknowledging/approving invoices online.
- Supported by the Finance Manager, prepares and presents a written report to each general meeting, these are based on a standard template
- Annual reports, financial statements, audits and tax returns are handled by the Finance Manager
- Prepares floats for fundraising events

*Takes care of all the money stuff!*

## Other Important Roles

### Fundraising Coordinator

- Form a sub-committee of more than two members to plan fundraising events and promotions
- Present events with associated motions to the P&C members for approval at P&C meetings
- Provide a clear budget for proposed events based on adequate research and planning
- Organise and deliver events
- Ensure events are well advertised to the school community

*Party People - This one is for you! It's all about teamwork and having fun. Easier than planning a wedding; more like planning a birthday party, only BIGGER!*

### Volunteer Coordinator

- Set up and maintain a volunteer register for fundraising and community events

*Probably appeals to be a member of the fundraising committee who is great at coordinating and mobilising a team of volunteers.*



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## Tuckshop Coordinator

- Work with the tuckshop staff and volunteers to deliver a tuckshop service for the school

*The perfect role for someone who loves food and wants to deliver a great and healthy service for our students and staff.*

## OSHC Subcommittee

- A subcommittee specifically for the running of our OSHC. It is made up of a chairperson, secretary and treasurer and provides support to the wonderful OSHC team.

*Anyone with a particular interest in wanting to help with our OSHC service. Meeting times are flexible.*

## Swim Club Subcommittee

- A subcommittee specifically for the running of the Morningside Flyers Swim Club. It is made up of a chairperson, secretary and treasurer.

*An active subcommittee through swimming season, this one's for the Flyer's families.*

## Grants Coordinator

- Sourcing and writing grants for the benefit of Morningside State School

*The perfect role for someone who is great with words. This is a job that can be done in the luxury of your own home.*

## Second Hand Uniform Coordinator

- Coordinate the sale of second-hand school uniforms, bags etc.
- Sort donations and tidy the "uniform shop"
- Tidy up the lost property trolley

*A once a week drop by the uniform shop that will only take 15-20 minutes*