

P&C Executive and their Responsibilities

Refer to Accounting Manual for P&C Associations, Constitution and Quick Guide for P&C Executive for further information.

Executive meetings

Executive meetings do not require notice to the community. Executive meetings are held in matters of urgency only where issues need to be addressed before a P&C meeting or to ensure the requirements of the Association are met. Regular officers' meetings are useful in ensuring that business from the general meeting is being dealt with and identifying any issues that may need attention.

Any decisions/actions taken by the executive at an executive meeting must be tabled at the next general meeting of the P&C Association.

Urgent Matters

Urgent matters are defined by understanding that a quick decision is needed. For example: The fridge in the tuckshop has broken down and is beyond repair. The fridge in the tuckshop is a necessary item and must be replaced immediately. The P&C Executive will meet to discuss the fridge type and the expenditure to replace the item. The President must note any action and/or expenditure in the President's report presented at the next general meeting for discussion and endorsement.

Changeover / Handover

It is good corporate Governance to ensure that the outgoing officers of the Association provide all information and training required to undertake their role. Allow a transition period of up to a month. This transition will enable items of business to be discussed, finalisation of bank signatures and outstanding bills and wages to be paid.

Information folder

As part of the handover process, each of the elected officers should be provided with a folder (Executive Folder) containing important documents and information relevant to each executive role. Maintaining and passing on records is one way that P&Cs continually improve their operations and run an efficient and productive P&C.

Vacant Executive Positions

P&Cs must use all efforts to fill vacant positions.

They can be filled at a general meeting or a special meeting held for that purpose.

P&Cs must have 2 executive positions filled to be viable. Without 2 executive officers the Principal will place the P&C into care-taker mode until there are at least 2 officers elected.