

FACT SHEET 4: P&C EXECUTIVE COMMITTEE

The P&C Executive Committee (Executive) consists of the association's office bearers (President, Vice Presidents, Secretary and Treasurer) and may include up to six financial members elected at the annual general meeting (AGM). The number of executive nominations will be outlined in your P&C association by laws.

The Executive is convened by the President or, a Vice-President in the absence of the President.

The Executive is responsible to the P&C Association and should ensure meeting decisions are adhered to and are acted upon. The Executive should only meet where necessary.

The Executive must be mindful not to make decisions that should be debated at a general meeting. Ordinary members have the right to question Executive decisions or, in fact, overturn them (by majority vote) at a general meeting. It is prudent for the Executive to only deal with matters that are urgent or of a sensitive nature.

The Executive can call special meetings of the association. All meetings of a P&C Association require seven (7) days notice to the school community.

Minutes are kept of Executive meetings and confirmed at the next general meeting.

If a general P&C meeting decides that the Executive has acted irresponsibly or inappropriately, the meeting can formally censure the Executive or any member of the Executive.