



# Inviting P&C representatives

Protocols for inviting P&C representatives to participate in functions/events/selection panels etc.



## Local events

- Where a local school wishes to request representation by the P&C, the principal shall approach the school P&C president. Such requests may include, but not be limited to, representation on staff selection panels, involvement in presentation nights/Year 10 leaving ceremony/Year 12 leaving ceremony.
- Each local P&C has its own procedures for handling requests for representation. It generally involves taking the request to a P&C meeting to ensure it is minuted. If the request is in writing, it is included in the correspondence list of the minutes.
- Where a school does not have a P&C, requests for representation should go to the Federation. The Federation will contact a relevant person in the area, or send a Federation representative. The Federation will provide any support (financial, travel etc).

## Regional events

- When a request for representation is made to a regional P&C, it should be addressed to the regional chairperson. This may include, but should not be limited to, representation on merit selection panels or invitations to represent the P&C at regional events.
- Verbal invitations should be confirmed in writing for inclusion in the minutes of the next regional P&C meeting.
- Where an elected person is nominated for a role at regional level (such as representation on an Equity committee etc), the nominated person should be contacted with the relevant information on the meeting time and place. The regional chairperson should be copied into the correspondence, e.g. through the P&C regional email address.

- The Federation should also be copied into the correspondence (executiveofficer@pandc.org.au), if the invitation is to sit on a panel, or to attend a conference/forum. This should include information on how the representation is to be funded. In some cases, attendance at conferences/forums or similar events may be funded by the Department of Education and Training or similar agencies. It is important for the Federation to be given information on the cost of regional representations as it may affect the regional budget.

## Representation at state level

- All requests for state level P&C representation shall go through the Federation state office, regardless of the event. The request should include information on the cost of attendance to the Federation in terms of both time and money.

## Further information

P:1300 885 982  
F:1800 655 866  
E: mail@pandc.org.au