

## **CURL CURL NORTH PUBLIC SCHOOL P&C AGM – TUESDAY 22 MARCH 2016 7:15pm**

The Annual General Meeting of the P&C will be held on **Tuesday 21 March at 7:15pm** in the school library. All parents and guardians of pupils at the school and citizens within the school community are welcome to come along to hear about the P&C's activities in 2016 and our plans for 2017. The AGM will be followed by a General Meeting. The AGM provides an excellent opportunity for parents to become involved in the P&C for the year. A new P&C Executive Committee as well as some subcommittees will be elected at the AGM and parents are more than welcome to nominate for a position or to just come along and observe. We are particularly in need of nominees for Vice-President and Executive Committee Members.

The P&C Executive Committee comprises the following roles:

- **President** – chairs P&C meetings and is responsible for ensuring that the P&C functions successfully and meets its objectives. The President is in regular communication with the Principal, acts as a spokesperson for the parent body if required and ensures that the P&C has a role in the decision-making processes within the school. The President is a member of all P&C subcommittees and represents the P&C on School Council.
- **Secretary** – takes the minutes at each meeting and distributes these to members by email soon after the meeting. The secretary also receives and drafts correspondence and maintains official records such as the register of members and attendance.
- **Treasurer** – the P&C employs a bookkeeper to manage our day to day financial transactions and to prepare and present monthly reports to the meetings. The role of the Treasurer is to generally oversee the role of the bookkeeper, ensure all funds are openly accounted for and records kept satisfactorily, and to assist the committee to develop and adjust the budget as required.
- **Vice Presidents (2)** – Our constitution allows for 2 Vice-Presidents. The Vice Presidents assist the President, contribute to executive committee discussions and decisions and chair meetings in the absence of the President.
- **Executive Committee members** – Our constitution allows for up to 6 members of the executive committee in addition to the Office bearers described above. This includes:
  - **Canteen Representative/ Subcommittee Chair**
  - **Fundraising Representative**
  - **OOSH Subcommittee Representative** (to be filled by a member of the OOSH subcommittee – OOSH AGM 17 March)
  - **Up to 3 other members**

The P&C subcommittees and details of their election processes are:

### Canteen subcommittee

- The Canteen Sub-Committee is a sub-committee of the Curl Curl North Public School P&C Association and assists in the running of the canteen. The responsibility for the day- to -day operation of the canteen is delegated to the canteen supervisors employed by the P&C. The canteen subcommittee chair is a member of the P&C Executive, elected at the AGM, at which time we also elect canteen subcommittee members.

### Fundraising Subcommittee

- Fundraising has been very ably led by Jody Bayley for the past 2 years, in 2016 from the position of Vice-President. Realising this crucial function of the P&C will, be greatly assisted by the formation of a fundraising sub-committee and, accordingly, P&C seeks nominations for Fundraising Subcommittee Members.

### OOSH Subcommittee (Separate AGM 16 March):

- The OOSH Committee is a sub-committee of the Curl Curl North Public School P&C Association and is responsible for the ongoing management of the centre. Primarily this involves review of policies, communication with stakeholders as well as legal, financial and employment responsibilities. The responsibility for the day- to -day operations of the service is delegated to the Director. This subcommittee meets twice pre term.
- Separate AGM 16 March, to elect: Chairperson, Vice Chairperson, Secretary, Treasurer, Parent Representatives. Nominations to the OOSH Committee nominations box in the OOSH office by 15 March.

If you would like to nominate for any of the above positions (apart from OOSH subcommittee) please complete the following nomination form which will also be included in the 28 February Curly Communications or available from the school office. Nominations should be returned to the nominations box in the school Office by no later than Friday 17 March 2016. Under the Prescribed P&C Constitution, to be nominated for any executive or subcommittee position, you must to be a financial member of the P&C Association. This is easily achieved: simply address an envelope to the P&C, provide your personal details (name, address, email address) for the register of members and include the membership fee of \$1. Envelopes may be left at the School Office.

If you have any questions about any of the roles or P&C generally, please contact me by email: [kadiewegenaar@yahoo.com.au](mailto:kadiewegenaar@yahoo.com.au).

Kadie Wegenaar  
2016 President

**CURL CURL NORTH PUBLIC SCHOOL P&C EXECUTIVE COMMITTEE NOMINATION FORM - 2017**

**Name of parent to be nominated.....**

I, ..... , a parent of a student currently enrolled at CCNPS, propose the nomination of the above named parent to the position of :

(Please circle) ***President/ Secretary/ Treasurer/ Vice President / Canteen Rep and Subcommittee Chair/ Fundraising Representative/ OOSH Subcommittee Representative/ General Executive Committee Member***

.....

**Signature of proposing parent**

I, ..... , a parent of a student currently enrolled at CCNPS, second the nomination of the above named parent.

.....

**Signature of seconding parent**

I, ..... , accept the above nomination to the position of

.....

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**Signature of nominated parent**

**PLEASE RETURN COMPLETED NOMINATION FORMS TO THE NOMINATIONS BOX IN THE SCHOOL OFFICE BY FRIDAY 17 MARCH 2016**