

CURL CURL NORTH PUBLIC SCHOOL P&C AGM

TUESDAY 27 MARCH 2018 7:15pm

The Annual General Meeting of the P&C will be held on **Tuesday 27 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 2017 and our plans for 2018. 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.

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 and Subcommittee Chair**
 - **Fundraising Representative**
 - **OOSH Subcommittee Representative** (to be filled by a member of the OOSH subcommittee – OOSH AGM 22 March 6:30pm)
 - **Up to 3 other members**

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

Canteen Subcommittee

- The Canteen Subcommittee is a subcommittee 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 led by Jody Bayley for the past 3 years, in 2016 and 2017 from the position of Vice-President, assisted in 2017 by Steph England. Realising this crucial function of the P&C will be greatly assisted by having a fundraising subcommittee and, accordingly, P&C seeks nominations for Fundraising Subcommittee Members.

OOSH Subcommittee (Separate AGM 22 March 6:30pm):

- The OOSH Committee is a subcommittee 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 per term.
- Separate AGM 22 March, to elect: Chairperson, Vice Chairperson, Secretary, Treasurer, Parent Representatives. Nominations to the OOSH Committee nominations box in the OOSH office by Thursday 15 March 2018.

If you would like to nominate for any of the above positions (apart from OOSH subcommittee) please complete the subcommittee nomination form which will also be included in the 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 23 March 2018.** 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.

Kadie Wegenaar
2017 President