



To All Parents

**NOTICE OF TAPPING PRIMARY SCHOOL P&C ASSOCIATION
ANNUAL GENERAL MEETING**

Here it is – that time of year again where we call for nominations from all parents to be a part of the hard working and dedicated parent body of Tapping Primary School. The Annual General Meeting will be held on **Tuesday 21 February 2017 at 7:30pm in the Library.**

ALL positions are declared vacant and everyone is encouraged to nominate for a position on the Committee (President, Vice-President, Secretary, Treasurer, Fund Raising or Executive Committee Member).

Attached are the nomination forms for the Office Bearer positions. We need as much support from parents as we can possibly get. The P&C is all about supporting our children and our school community.

Everyone has something to contribute such as time, ideas, enthusiasm, or just getting in there and getting your hands dirty!

Your presence, opinions, input, and support are valuable.

Please come along, listen to what the P&C is all about and nominate for a position or register yourself as a general member. Membership is \$1 per annum

Once you have completed the nomination form it can be posted in the Secretary's drawer at the School front office, scanned and emailed to the P&C address below or handed to any current P&C member.

Please have all nominations completed and submitted by 2:30pm on Tuesday 21 February 2017.

If you have any questions regarding the P&C, please feel free to contact me or any P&C member. We look forward to seeing you there.

Kind Regards

Marianne Thoroughgood
Secretary
Email: tappingpandc@yahoo.com.au

Summary of Office Bearer Positions

President

- Chairperson
- Public Face of the P&C
- Link between parents and school administration

Responsibilities include:

- Chair and conduct productive/orderly meetings
- Signatory to accounts
- Ensure other office bearers fulfil their duties
- Observe legal formalities

Vice President

- Understudy for the President

Responsibilities include:

- Chair meetings
- President's representative on sub-committees
- Signatory on accounts

Secretary

- Maintains the Association's records (NOT the financial records)

Responsibilities include:

- Post notice of meetings
- Assist chairperson in drawing up agenda
- Record minutes
- Deal with correspondence
- Maintain membership records
- Signatory to accounts

Treasurer

- Maintains the Association's Financial records using MYOB

Responsibilities include:

- Establish and maintain simple procedures for handling the Association's money
- Monthly direct payments to all canteen suppliers
- Fortnightly employee wages payments to canteen staff
- Quarterly PAYG submissions to the ATO
- Superannuation payments for canteen staff
- EOF Year processing including Group Certificates
- Prepare and present a written financial report for every General Meeting
- Prepare books for audit
- Signatory to accounts

Fundraising Co-ordinator

- Organises and co-ordinates fundraising events

Responsibilities include:

- Hold regular meetings with Fundraising committee
- Decide on Fundraising targets in conjunction with Committee (eg. School fence)
- Research and promote new fundraising opportunities
- Organise (with support from committee) fundraising events

Executive Committee Member

- Manage the affairs of the association when it is not possible for all members to meet



P&C Office Bearer Nomination Form - 2017

I,(insert name)

For the year of 2017 nominate for the position of:

- President
- Treasurer
- Fundraising Co-ordinator
- Executive Committee Member (automatic for Office Bearers)
- Vice-President
- Secretary
- School Banking

I confirm that I am not bankrupt or that my affairs are under insolvency laws, and I have not been convicted in the last five years of an indictable offence in relation to the formation or management of a body corporate, an offence involving fraud or dishonesty punishable by at least three months imprisonment or an offence under section 127 of the Associations Incorporation Act 2015, where a person has allowed an association to operate while insolvent.

Qualifications/skills for the role or reason for nominating (optional):

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Signed.....

Date.....

Please complete and submit by 2:30pm on Tuesday 21 February 2017 via one of the following options:

- Post in the Secretary’s drawer at the School Office
- Scan and email to: tappingpandc@yahoo.com.au
- Hand to any current P&C Member