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

☐ 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