P&C Annual General Meeting
Call for nominations

The Annual General Meeting of Oran Park P&C will be held on **Tuesday 22\textsuperscript{nd} March** at **6:30pm** in the school library.

All of the current positions on the P&C will be declared vacant and office-holders will be elected. Please be advised that the minutes of the previous AGM are now available on the school website. These will be presented at the upcoming AGM.

Please note that only current financial members of the P&C are eligible to be nominated for an office, only financial members can nominate people for an office, and only financial members can vote.

If you wish to join the P&C, please come to the AGM or the next general P&C meeting that you can attend. In accordance with P&C Federation guidelines, you will need to pay a yearly gold-coin membership fee to join, and will be eligible to vote from the meeting after the initial meeting in which you join. Unfortunately that means that you won't be able to be involved in the process of electing the next P&C office-holders unless you've already joined the P&C. However we want to encourage all interested members of the school community to get involved from the next meeting so as to be an active part of P&C happenings in 2016.

The offices that will be elected are: **President**, **Vice-President**, **Treasurer**, and **Secretary**. Brief descriptions of each role are as follows:

**President**
- The successful functioning of the P&C Association
- The attainment to the P&C Association's objectives
- Fostering fair participation of all members and ensuring that all new members are made to feel welcome
- Supporting volunteers
- Consistent adherence to the constitution
- Acting as the P&C Association's spokesperson when public statements or actions are needed
- Setting up lines of communication with the Principal
- Being signatory on the Association's bank accounts
- Chairing P&C meetings. In the absence of the President, one of the Vice-Presidents will chair the meeting or the meeting can elect a chairperson from the members

**Vice-President**
- To assist in the overall governance of P&C Federation as requested by the President.
- To carry out such duties as the President delegates to them.
- In the case of incapacity, prolonged absence or resignation of the President, to carry out all the duties of the President until a new President is elected.

**Secretary**
- Carrying out the administrative tasks relating to decisions of meetings
- Preparing meeting agendas, in consultation with the President
- Receiving and tabling correspondence
• Writing and dispatching outgoing correspondence as required
• Issuing notice of meetings
• Maintaining official records
• Taking & distribution of minutes

Treasurer
• Complying with the financial accountability requirements
• Managing and maintaining monies, records, cheques and accounts
• Presenting an Income and Expenditure statement together with a reconciled bank statement at each meeting
• Ensuring funds are properly and openly accounted for
• Being a signatory on the account
• Preparing financial accounts for auditing
• Assisting in budgeting

Members, if you wish to nominate a P&C member for an office, you will need to find another member willing to second that nomination. When you have done so, please fill out the form below and submit to the School front office in an envelope addressed to P&C Secretary by 21st March 2016.

Please direct queries to the P&C at oppspandc@hotmail.com

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Oran Park Public School P&C AGM Nomination

I hereby nominate ________________________________ to serve on the Oran Park Public School P&C in the position of ________________________________.

Nominated by: ________________________________ Date: __________

Signed: ________________________________ Date: __________

Seconded by: ________________________________ Date: __________

Signed: ________________________________