Neutral Bay Public School - Parents and Citizens Association

Annual General Meeting

22 November 2017

The P&C will hold its Annual General Meeting on Wednesday 22 November 2017, in the School Music Room. All positions are declared vacant and elected or re-elected. The positions are listed below, together with a brief description of activities.

Please return nomination forms to the School Office, or hand to Bryony Herborn (Deputy-Principal), who has agreed to act as “Returning Officer” for these elections. Nominations will be accepted at the office until Wednesday 22 November 3pm, and at the AGM.

Committee

President

* Chair and facilitate the monthly general meetings
* Coordinate the various sub-committees and provide assistance to the sub-committee members where required.
* Make speeches at various functions, e.g. open days
* Represent parents’ views to school management on behalf of P&C, and at school and other functions as required
* Maintaining lines of communication with the Principal
* Fostering fair participation of all members, welcoming new members and supporting volunteers
* Acting as the P&C’s spokesperson when public statements or actions are needed
* A signatory on the P&C bank account.

Contact: [nbpspandcpresident@gmail.com](mailto:nbpspandcpresident@gmail.com)

Vice-President (there are 2 Vice-Presidents)

* Take on any of the Presidential duties defined above when invited to do so by the President or when the President is, for reasons of illness or alternative commitments, unable to undertake those duties
* Act as interim President if, for any reason, the President's office falls vacant and until a new President is elected

Contact: [nbpspandcvicepresident@gmail.com](mailto:nbpspandcvicepresident@gmail.com)

Secretary

* Carry out administrative tasks related to meeting resolutions
* Prepare in consultation with President, agenda for meetings and coordinate subcommittee reports
* Issue notices of meeting
* Receive and table all correspondence, write and send outgoing correspondence as required Set up room for meeting
* Maintain P&C records (for example, constitution, rules, ABN details, membership records, minute book)

Contact: [nbpspandcsecretary@gmail.com](mailto:nbpspandcsecretary@gmail.com)

Treasurer

* Receive and deposit monies, record all P&C financial transactions, maintain financial records, draw cheques, authorize payments and present accounts
* Ensure that all funds held and handled by the P&C are properly accounted for
* Signatory on the P&C accounts
* Prepare annual budget
* Arrange annual audit of accounts.
* Oversee bookkeeping of sub-committees
* Monthly Reports to meeting.

Contact: [nbpspandctreasurer@gmail.com](mailto:nbpspandctreasurer@gmail.com)

Assistant Treasurer

* Maintain the P&C Membership register and monitor who is entitled to vote
* Depositing cash receipts (having co-counted with the Treasurer or the Treasurer's delegate)
* Must be present at all fundraising events where cash is being taken
* Delegated to co-approve any general or fundraising expenses with the Treasurer.

Contact: [nbpspandcassttreasurer@gmail.com](mailto:nbpspandcassttreasurer@gmail.com)

Sub- committees

Band Coordinator

* Oversee the administration of the band program
* Provide support to the individual band coordinators (Junior, Senior and Concert Bands) and the bandmasters
* Report to the P&C on progress of the bands.

**Canteen Coordinator**

* Liaise between the Canteen Supervisor and the P&C
* Organise and chair Canteen sub-committee meetings (approximately two meetings per term)
* Manage volunteer parent helpers
* Other duties: stocktaking; promotion of special days; promotion of healthy canteen policy.

Contact: [nbpscanteen@gmail.com](mailto:nbpscanteen@gmail.com)

Uniform Shop Coordinator

* Liaise between the Uniform Shop Manager and the P&C
* Assist the Uniform Shop Manager with stocktaking and organizing volunteers
* Report to the P&C on a regular basis.

Contact: [nbpspandcvicepresident@gmail.com](mailto:nbpspandcvicepresident@gmail.com)  
  
**Fundraising Coordinator**

* Establish and maintain sponsorship relationships with local businesses
* Plan and run the annual fundraiser – typically a Ball and Auction in odd years and a Carnival in even years
* Assist the Events Coordinator

Contact: [nbpspandcevents@gmail.com](mailto:nbpspandcevents@gmail.com)  
  
**Events Coordinator**

* Set up Class Contact lists and help Class and Year Coodinators maintain their Class Contact lists
* Plan and run a number of events throughout the year including community-building events such as the Welcome Picnic, and Mothers and Fathers Day breakfasts, and assist with the annual fundraiser.

Contact:nbpspandcevents@gmail.com

**Communications Coordinator**

Communicate with the parent body on behalf of the P&C via newsletters, pupil post and school newsletter.

Contact: nbpspandccommunications@gmail.com

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Nomination Form

Neutral Bay Pubic School

Parents and Citizens Association

Annual General Meeting 2017

I, ……………………………………………………,

being a financial member of NBPS P&C Association, wish to nominate

……………………………………………………... for the position of

……………………………………………………… of the NBPS P&C Association.

The following is to be signed by the nominated person:

I, ………………………………………………….,

being a financial member of NBPS P&C Association, am willing to accept the position of

……………………………………………………., if I am elected.

Signed