



Rochedale South State School

the school of choice

PARENTS AND CITIZENS ASSOCIATION

2023 Executive Nomination Form

Nominations are now being called for election of Office Bearers for the P&C Executive Committee for 2023. Election of these positions will take place at the AGM on Monday 20th March 2023 at 7.00pm in School Staff Room.

All state schools offer opportunities for parents to join a Parents and Citizens' (P&C) Association. These associations are involved in a variety of school activities from policy to financial planning as well as tuckshops, fundraising activities and school functions.

The P&C Association is a group of members from the school community working together for the benefit of the school. The P&C is a forum where the school community can discuss their values, hopes and ideals for the school. A P&C Association will enhance its chances of success if it actively involves the school community in its management and decision making.

In advance of the meeting, we are seeking expressions of interest in the following positions:

P&C Executive:

- President
- Vice President
- Secretary
- Treasurer
- As well as Deputy Positions for the above roles

Roles and Responsibilities

President. The role of the President is to:

- Provide leadership (delegate)
- Act as representative of the P&C
- Ensure communication between P&C, school and community
- Encourage participation
- Conduct meetings in an efficient and timely manner so that all members feel valued
- Be familiar with the rules, operations and meeting procedures of the P&C.

Vice-President. The role of the Vice-President is to:

- Consider this position as the President's understudy
- Become familiar with P&C operations, rules and meeting procedures
- Provide support and assistance to the President.

Secretary. The role of the Secretary is to:

- Maintain attendance records and register of financial, ex-officio and life members.
- **Assist the President in preparing and agenda for each meeting; Collate agenda papers for each meeting (including Sub-Committee Reports)**
- Prepare and present Minutes of P&C and Officers meetings at each general meeting.

Wendron Street Rochedale South Qld 4123
phone: (07) 3340 0777 facsimile (07) 3340 0700
email: pandc@rochedalesouthss.eq.edu.au website: www.rochedalesouthss.eq.edu.au

small enough to care – big enough to make a difference

- Record and deal with correspondence in/out as directed by the P&C.
- Generally organise, record and maintain information pertaining to the activities of the P&C.
- Have custody of P&C Association documents.

Treasurer. The role of the Treasurer is to:

- Have the overall responsibility for the financial management of the P&C, including all subcommittee accounts
- MUST comply with the Accounting Manual for P&C Associations
- Must prepare an annual budget for the P&C
- Should be involved in the preparation of the school budget
- It is the Treasurer's responsibility to keep accurate accounts of receipts and expenditure
- To supply a statement of finance to the meeting
- To prepare an annual statement, which must be audited; and to promptly bank all monies received in the appropriate account.

How do I nominate?

Complete the attached nomination form and attend the AGM on March 20th 2023 at 7:00pm

How will this process be conducted?

Nominations will be announced on the night, and a "seconder" for nominations sought. Members present then vote.

What if there is more than 1 nomination for each position?

Should more than one nomination be received, voting will take place by secret ballot, presided over by the Principal.

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Rochedale South State School Parents and Citizens Association

Annual General Meeting 20th March 2023 - NOMINATION FORM

Executive Positions Available:

- President
- Vice President
- Treasurer
- Secretary

Yes, I

nominate for the position of

Signed Date