Thursday 26th February, 2015

To All Parents

NOTICE OF SETTLERS PRIMARY SCHOOL P&C ASSOCIATION INC.

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 Settlers Primary School.

The Annual General Meeting will be held on Thursday 26th February at 7pm in the staff room.

ALL positions are declared vacant and everyone is encouraged to nominate for a position on the executive committee (President, Vice-President, Secretary, Treasurer or Executive committee member).

The Settlers Primary P&C is a very small group of parents and needs as much support as it can possibly get to increase numbers and therefore opportunities to do amazing things for our school. The P&C is all about our 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 extremely valuable.

Please come along, listen to what the P&C is all about and perhaps nominate for a position or register yourself as a general member. Membership only costs $1 for the whole year!

If you have any questions regarding the P&C, please feel free to contact us at: settlerspandc@yahoo.com.au.

I look forward to seeing you there!

Kind Regards,

Heather Stephen
Vice President
Settlers Primary School P&C
Summary of Office Bearer Positions

President

Role:
- 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 fulfill their duties
- Observe legal formalities

Vice President

Role:
- Understudy for the President

Responsibilities include:
- Chair meetings
- President’s representative on sub-committees
- Signatory on accounts

Secretary

Role:
- 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
- Observe legal formalities

Treasurer

Role:
- Maintains the Association’s Financial records

Responsibilities include:
- Establish and maintain simple procedures for handling the Association’s money
- Prepare and present a written report for every General Meeting
- Prepare books for audit
- Signatory to accounts

Executive Committee Member

Role:
- Manage the affairs of the association when it is not possible for all members to meet
- Manage and oversee the running of the canteen and staff.

Other Roles…
- Uniform Shop Committee member
- Fundraising Committee member
- Canteen Committee member
- Safe Roads Committee member