

Mount Annan Public School Parents and Citizens' Association Executive positions

Our AGM will be held on Wednesday 4th November 2009 - Week 3 Term 4.

At this meeting all executive positions will be declared vacant and a new executive committee will be elected. Nominations will be accepted until Friday 30th October. If a position does not receive any nominations by the closing date it will be open to nominations at the meeting.

President Chairs executive + P&C meetings, represents P&C on School Council (currently not operating). May represent P&C by attending Regional P&C Association meetings.

Vice-President (Uniform Shop) Is the executive member responsible for the Uniform Shop. Keeps executive up to date on uniform shop issues via reports at executive meetings. Presents uniform shop reports at P&C meetings. Is the executive contact for the uniform shop co-ordinators. Stands in when the President is absent.

Vice-President (Fundraising) Leads the Social/Fundraising committee. Keeps executive up to date on social/fundraising via reports at executive meetings. Chairs Social/Fundraising meetings and presents reports at P&C meetings. Stands in when the President is absent.

Secretary Takes minutes and types, distributes and displays minutes. Keeps a continual record of the business of the P&C by maintaining the Minutes book. Writes letters as needed. Sorts and distributes mail. Attends executive and P&C meetings.

Newsletter Officer Collates newsletter items + produces P&C newsletter. Also produces flyers as required for social/fundraising events. Attends executive and P&C meetings.

Treasurer Maintains financial records using software provided by the P&C. Prepares monthly reports. Responsible for payment of salary + other employer costs. Oversees payment of P&C accounts and invoices. Presents reports at executive and P&C meetings. Prepares books and accounts for audit as required.

Executive Officer, Canteen Is the executive member responsible for the canteen. Keeps executive up to date on canteen issues via reports at executive meetings. Presents canteen reports at P&C meetings. Is the executive contact for the canteen supervisors.

If you're interested in standing for one of the executive positions please complete the reply slip below and return to Su Newbery, Principal by Friday 30th October, 2009.

Mount Annan Parents and Citizens' Association Executive

Nomination Form

(Please return to Su Newbery, Principal by Friday 30th October, 2009)

I wish to nominate _____

for the executive position of _____, Mount Annan P&C
Association 2009/10.

My name: _____

Nomination seconded by: _____

I, _____ wish to accept this nomination.

Signature: _____ Date: _____