Dear Member/s

A cordial invitation is extended to you to attend the Point Clare Public School Parents and Citizens Association ANNUAL GENERAL MEETING (AGM) on TUESDAY 22 MARCH 2016 at 7:30pm in the Staff Room, Point Clare Public School, Takari Avenue, Point Clare.

Nomination Forms for the 2016 Office Bearer, Sub-Committee Convenor, Coordinator, Assistant/Supporter and Representative positions are on the following pages. Nominations for all positions are most welcome and close on Tuesday 22 March 2016, 3:00pm. Place your nomination forms in the P&C folder at the school office.

There are many assistant/support roles forming the support networks of the Executive, Sub-Committees and Coordinator positions (see ‘POINT CLARE P&C POSITIONS & ASSOCIATED RESPONSIBILITIES’ document). They offer PCPS P&C members a way of getting involved and contributing to the running of our organisation, without the necessity to attend P&C General Meetings. There is plenty of opportunity to take on a small role for a specific event or a role that requires more involvement across the year. You and a friend may enjoy working together in the same area - the job is often easier with two.

Memberships must be current by the General Meeting (09 March) prior to the AGM. Only financial members are eligible to vote. Forms can be found at the school office or P&C notice board. Completed forms can be left at the office and the membership payment of $1 will be accepted at the General Meeting (09 March). P&C membership runs annually from AGM to AGM. Memberships must be renewed at the AGM for the coming 12 months.

We look forward to seeing you on Tuesday 22 March at 7:30pm.

Yours sincerely
Jenny Moes
PCPS P&C President

RETURN YOUR COMPLETED NOMINATION FORM BY TUESDAY 22 MARCH in person to an executive member OR drop it at the school office OR complete the form and email it to pointclarepublicschool@pandcaffiliate.org.au

PLEASE NOTE
• Your membership must be current at the General Meeting on 09 March, to qualify for nomination.
• You can nominate for more than one position by completing additional forms.
• You can nominate yourself.

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**POINT CLARE PUBLIC SCHOOL P&C ASSOCIATION NOMINATION FORM**

<table>
<thead>
<tr>
<th>I hereby nominate</th>
<th>I hereby nominate</th>
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<tr>
<td>For the position/s of</td>
<td>For the position/s of</td>
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<tr>
<td>Nominated by</td>
<td>Nominated by</td>
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<td>Seconded by</td>
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<td>Nominee’s Authorisation</td>
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<td><em>I am happy to be nominated in my absence.</em></td>
<td><em>I am happy to be nominated in my absence.</em></td>
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ANNUAL GENERAL MEETING AGENDA  
Tuesday 22 March 2016, 7:30pm

1. APOLOGIES


3. REPORTS
   a) President’s Report
   b) Treasurer’s Report
   c) Adoption of the 2015 Financial Statements
   d) Auditor’s Report
   e) Canteen/Uniform Shop Report
   f) Fundraising Report

4. APPOINTMENT OF AUDITOR FOR 2016

5. SETTING OF MEMBERSHIP FEE FOR 2016

6. ELECTION OF OFFICE BEARERS
   a) President
   b) Vice Presidents 1 / Events Coordinator
   c) Vice President 2 / Marketing Manager
   d) Secretary
   e) Treasurer

7. CONFIRMATION OF POSITION OF PUBLIC OFFICER

8. ELECTION OF SUB-COMMITTEE CONVENORS
   a) Canteen/Uniform Shop Convenor
   b) Fundraising Convenor
   c) Grants Convenor

9. ELECTION OF COORDINATORS
   a) School Banking Coordinator
   b) Membership/Volunteer Coordinator
   c) Sustainable Gardens Coordinator

10. ELECTION OF ASSISTANT/SUPPORT ROLES
    a) Events Assistant Coordinator
    b) Marketing Assistant Manager
    c) Assistant Secretary
    d) Bookkeeper
    e) Canteen/Uniform Shop Assistant Convenor
    f) Canteen/Uniform Shop Scribe
    g) Canteen/Uniform Shop Treasurer’s Assistant
    h) Canteen/Uniform Shop Members x 4
    i) Fundraising Assistant Convenor
    j) Fundraising Scribe
    k) Fundraising Treasurer’s Assistant
    l) Fundraising Members x 4
    m) Grants Assistant Coordinator
    n) Grants Scribe
    o) Grants Members x 4
    p) School Banking Assistant Coordinator
    q) Membership/Volunteer Assistant Coordinator
    r) Sustainable Gardens Assistant Coordinator

11. ELECTION OF REPRESENTATIVES
    a) School Council Representative
    b) School Building Representative
    c) Central Coast Region of P&Cs Representative

12. CLOSE
POSSESSION FOR NOMINATION
The Annual General Meeting of the Point Clare Public School Parents & Citizens Association will be held on Tuesday 22 March 2016 at 7:30pm in the Staff Room, Point Clare Public School, Takari Avenue, Point Clare.

All positions are declared vacant and nominations are called for the following positions

- 5 x office bearers
- 3 x sub-committee convenors
- 3 x coordinators
- 27 x assistant/support roles
- 3 x representative positions

**NOTE:** An elected office bearer may also take on sub-committee, assistant/support and representative roles. However, it is preferable to spread the load and involve more people in order to make everyone’s jobs easier.

<table>
<thead>
<tr>
<th>OFFICE BEARERS</th>
<th>ASSISTANT/SUPPORT ROLES</th>
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<tbody>
<tr>
<td>President</td>
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<tr>
<td>Vice President 1 / Events Coordinator</td>
<td>Events Assistant Coordinator</td>
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<tr>
<td>Vice President 2 / Marketing Manager</td>
<td>Marketing Assistant Manager</td>
</tr>
<tr>
<td>Secretary</td>
<td>Assistant Secretary</td>
</tr>
<tr>
<td>Treasurer / Public Officer</td>
<td>Bookkeeper</td>
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**SUB-COMMITTEE MEMBERS**

| Canteen/Uniform Shop Convenor       | Canteen/Uniform Shop Assistant Convenor                   |
|                                    | Canteen/Uniform Shop Scribe                               |
|                                    | Canteen/Uniform Shop Treasurer’s Assistant                |
|                                    | Canteen/Uniform Shop Members x 4                          |
| Fundraising Convenor                | Fundraising Assistant Convenor                            |
|                                    | Fundraising Scribe                                         |
|                                    | Fundraising Treasurer’s Assistant                         |
|                                    | Fundraising Members x 4                                   |
| Grants Convenor                    | Grants Assistant Convenor                                 |
|                                    | Grants Scribe                                              |
|                                    | Grants Members x 4                                         |

**COORDINATORS**

| School Banking Coordinator          | School Banking Assistant Coordinator                      |
| Membership/Volunteer Coordinator   | Membership/Volunteer Assistant Coordinator               |
| Sustainable Gardens Coordinator    | Sustainable Gardens Assistant Coordinator                |

**REPRESENTATIVES**

| School Council Representative      |                                                             |
| School PRG (Building / Project Reference Group) Representative |                                             |
| Central Coast Region of P&Cs Representative |                                             |
POINT CLARE P&C POSITIONS & ASSOCIATED RESPONSIBILITIES

The Annual General Meeting of the Point Clare Public School Parents and Citizens Association (P&C) will be held on Tuesday 22 March 2016 at 7:30pm in the Staff Room, Point Clare Public School, Point Clare.

Nominations are called for the following elected positions and representatives - due Tuesday 22 March, 3:00pm.

Details of the responsibilities of each position are listed below.

OFFICE BEARERS

1. **PRESIDENT** is responsible for
   - Successful functioning of the P&C meetings
   - Attainment of the P&C’s objectives
   - Ensuring the P&C takes part in decision-making processes in the school
   - Fostering fair participation of all members and ensuring all new members feel welcome
   - Supporting volunteers
   - Acting as the P&C’s spokesperson when public statements or actions are needed
   - Setting up lines of communication with the Principal

   *Good communication skills, diplomacy, ability to see differing points of view and to guide, direct and inspire members essential. Knowledge of P&C Federation and public education rules and processes an advantage.*

2. **VICE PRESIDENT 1 / Events Coordinator** is responsible for
   - Supporting the President
   - Standing in for the President when the President is absent, including chairing meetings
   - Undertaking the role of Events Coordinator
   - Coordinating all P&C events outside those of the Fundraising Sub-Committee
   - Working closely with the Fundraising Convenor

   *Experience in events/event management &/or hospitality an advantage.*

3. **VICE PRESIDENT 2 / Publicity Manager** is responsible for
   - Supporting the President
   - Standing in for Vice President 1 when the Vice President 1 is absent, including chairing meetings
   - Undertaking the role of Publicity Manager
   - Managing all publicity for the P&C, working closely with the Membership/Volunteer Coordinator

   *Experience in marketing &/or advertising and an understanding of social media an advantage.*

4. **SECRETARY** is responsible for
   - Carrying out the administrative tasks related to the decisions of the meetings as resolved
   - Preparing, in consultation with the President, all meeting agendas
   - Issuing notice of all meetings and maintaining official records of the P&C
   - Keep minutes of Committee appointments and all meetings, including members present
   - Receive/file/distribute/prepare & send all Correspondence In and Out
   - Ensure all reports or decisions made by the Committee are received and filed.

   *Good written and computer literacy and a working knowledge of contemporary communication methods essential.*

5. **TREASURER** is responsible for
   - All funds held in the name of the P&C, including all P&C sub-committees
   - Receiving and depositing monies, maintaining records, drawing cheques and presenting accounts
   - Ensuring all funds held and handled by the P&C are properly and openly accounted for (the Treasurer does not have to be the bookkeeper but must ensure the various sub-committee financial records have been kept to the Treasurer’s satisfaction)
   - Working closely with the bookkeeper, if a bookkeeper is appointed

6. **PUBLIC OFFICER** is responsible for
   - Being the registered contact with the Department of Fair Trading
   - Providing relevant documents such as annual financial statements and financial membership
   - Providing information regarding constitutional changes as appropriate.
SUB-COMMITTEE CONVENORS

7. CANTEEN/UNIFORM SHOP CONVENOR is responsible for
   • Coordinating the Canteen/Uniform Shop Sub-Committee including paid staff, volunteers
   • Being available on a weekly basis to attend Uniform Shop and check in/meet with the Canteen employees
   • Promoting the Canteen’s special menu days within the school
   • Preparing a monthly report to present at the General P&C meetings
   • Writing a regular, weekly article for the PCPS newsletter (Point Clare Chatter)
   This is an active management role. Experience in retail management and/or restaurant/catering an advantage.

8. FUNDRAISING CONVENOR is responsible for
   • Coordinating the Fundraising Sub-Committee including volunteer assistance, monitoring and purchasing stock for special events and promoting special events
   • Preparing a monthly report to present at the General P&C meetings
   • Writing a regular, weekly article for the PCPS newsletter (Point Clare Chatter)
   Experience in events/event management or fundraising an advantage.

9. GRANTS CONVENOR is responsible for
   • Researching, writing and applying for grants to support P&C projects
   Excellent written communication & computer skills essential. Experience in applying for and writing grants an advantage.

COORDINATORS

10. MEMBERSHIP/VOLUNTEER COORDINATOR is responsible for
    • Handling all membership and volunteer applications
    • Encouraging and increasing volunteer involvement and membership of the P&C
    • Working closely with the Secretary and Treasurer
    Experience in human relations and/or recruitment an advantage.

11. SCHOOL BANKING COORDINATOR is responsible for
    Managing the Commonwealth School banking scheme
    Organisational skills and experience in handling money an advantage.

12. SUSTAINABLE GARDENS COORDINATOR is responsible for
    • Developing and organising a plan for a sustainable school garden in consultation with the school.
    Good communication and organisational skills important. An interest in sustainable gardening practices an advantage.

18 - 27. ASSISTANT/SUPPORT ROLES are responsible for
    • Being available to attend sub-committee meetings
    • Taking on responsibilities to assist in the functioning of the sub-committee
    Sub-committee member positions include (see the full list under ‘POSITIONS FOR NOMINATION’)
    • Events Assistant Coordinator
    • Marketing Assistant Manager
    • Assistant Secretary
    • Bookkeeper (attached to the Treasurer)
    • Assistant Convenors - Canteen/Uniform Shop, Fundraising & Grants
    • Scribes - Canteen/Uniform Shop, Fundraising & Grants
    • Treasurer’s Assistants - Canteen/Uniform Shop & Fundraising
    • Sub-Committee Members - Canteen/Uniform Shop, Fundraising & Grants
    • School Banking Assistant Coordinator
    • Membership/Volunteer Assistant Coordinator
    • Sustainable Gardens Assistant Coordinator
REPRESENTATIVES
The role of a representative is to be the voice of the PCPS P&C on the following committees, representing P&C interests and reporting back to the P&C at General meetings.

School Council Representative is responsible for
• Attending School Council meetings
• Reporting back to the P&C General meetings

School Building / Project Reference Group (PRG) Representative is responsible for
• Attending School Building/Project Reference Group meetings
• Reporting back to the P&C General meetings

Central Coast Region of P&Cs Representative is responsible for
• Attending Regional P&C meetings
• Reporting back to the P&C General meetings

PCPS P&C volunteers are responsible for
Jumping in and assisting whenever they are able. THERE IS NEVER ANY PRESSURE TO DO SO!

If you have skills you could offer the P&C we would love to get you onboard - whether it’s on a project-by-project basis, a weekly shift in the Canteen or one hour in the year. This year we want to harness the huge range of skills within our school community, to grow what we can do for our students and the school.

Volunteer assistance includes (but is not limited to)
• Selling on the BBQ stand and other stalls at various events
• Volunteering in the Canteen or Uniform Shop
• Preparing hampers
• Selling raffle tickets
• Taking photographs during events for publicity
• Assisting at the Working Bee
• Promoting P&C events
• Offering tradie skills such as carpentry, landscaping or electrical work

JOIN THE P&C
BRING YOUR IDEAS
SUPPORT OUR KIDS & THE SCHOOL
We achieve more by spreading the load