

Neutral Bay Public School - Parents and Citizens Association

Annual General Meeting

11 November 2009

The P&C will hold its Annual General Meeting on Wednesday 11th November 2009, in the school hall. 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 Owen Taylor (Deputy-Principal), who has agreed to act as "Returns Officer" for these elections. Nominations will be accepted at the office until Tuesday 10th 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, eg open days.
- Represent parents' views to school management on behalf of P&C, and at school and other functions as required.

Vice-President

- 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.

Secretary

- Prepare agenda for meetings coordinate all subcommittee reports.
- Collect and distribute correspondence.
- Take the minutes of meetings and distribute.
- Set up room for meeting.

Treasurer and Assistant Treasurer

- Budget for year and collect fees.
- Bank receipts and pay accounts.
- Book keeping including monthly reconciliations and arrange annual audit.
- Monthly Reports to meeting.

SUB-COMMITTEES

Band Coordinator

- Oversee the administration of the band program.
- Provide support to the individual band coordinators and the bandmasters.
- Report to the P&C on progress of the bands.

Canteen Coordinator

- Ensure liaison between the Canteen Supervisor and the P&C.
- Organise and chair Canteen sub-committee meetings (approximately two meetings per term).
- Other duties include: stocktaking; promotion of special days; promotion of healthy canteen policy.

Functions and Fundraising Coordinator

- Nurture the social links within the school community

- Organise fundraising events (traditionally two main functions and a few minor functions a year).

Fireworks Night is normally coordinated by a dedicated person.

Grounds and Properties Coordinator

Lead a committee which supervises construction and maintenance projects approved by the school community as part of the school master plan (most of these projects are completed by outside contractors).

Uniform Shop Coordinator

- Open and work in the Uniform Shop at least one session per week
- Collect and fill orders and deliver clothing to the child's classroom.
- Maintain stock: ensure sufficient stock; place orders; receive and unpack stock; undertake stocktake twice a year.
- Liaise with Sales Reps.
- Bank the takings weekly.
- Report to the P&C on a regular basis.

**Nomination Form
Neutral Bay Pubic School
Parents and Citizens Association
Annual General Meeting 2009**

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