



WPS P&C Elections for 2021 Nomination Form

All P&C positions will be declared vacant at our AGM to be held on Wednesday 11 November 2020 from 7pm. Nominations are sought for both Executive and Non-Executive positions, as listed on the following page.

Please take up the challenge and become a member of the WPS P&C team. Without people in these positions, the P&C will not be able to run and continue to play a valuable role within the School Community. On the following page is an overview of the roles.

If you are interested in taking up a position on the P&C, please contact secretary@wpspandc.com.au if you would like to discuss what's involved, or you can complete the nomination form below and scan and email it to secretary@wpspandc.com.au or hand it to the school office prior to 3pm on Wednesday 11 November 2020.

Nomination Form

Willoughby Public School P&C Association
Election of Office Bearers for 2021

I, _____

as a financial member of the Willoughby Public School P&C association, nominate myself

for the position of _____

Qualifications / skills for the role, or reason for nominating (optional):

Signature _____ Date _____

Email _____ Mobile _____



WPS P&C Elections 2020

Roles & Responsibilities

Executive

<p>President</p> <ul style="list-style-type: none"> • Oversees the running of the P&C • Chairs P&C Meetings (once per term) • Liaises with the school executive • Liaises with P&C club convenors • Main P&C contact for the school community 	<p>Treasurer</p> <ul style="list-style-type: none"> • Manages incoming and outgoing expenditure • Maintains financial records • Presents accounts at P&C meeting • Assist with grant applications and acquittals • Arranges annual financial audit
<p>Vice President (Partnerships)</p> <ul style="list-style-type: none"> • Supports the President as needed • Involvement in P&C special projects • Leads grant applications and sponsorship 	<p>Secretary</p> <ul style="list-style-type: none"> • Sets Agenda for monthly meetings • Records meeting minutes • Updates P&C By-Laws if required
<p>Vice President (Communications)</p> <ul style="list-style-type: none"> • Supports the President as needed • Develops P&C communications • Manages social media & comms platforms • Channels comms to class representatives 	<p>Events Convenor</p> <ul style="list-style-type: none"> • Establish a calendar of events for the year • Set up committees for each event • Oversees the activities of each event committee • Manage event volunteer booking system

Non-Executive

<p>Assistant Treasurer</p> <ul style="list-style-type: none"> • Supports the Treasurer • Reviews sub-committee financial statements • Assists at events (cash floats etc.) 	<p>Assistant Secretary</p> <ul style="list-style-type: none"> • Supports the Secretary • Maintains storage of P&C records • Obtains sub-committee reports for meetings
<p>Webmaster</p> <ul style="list-style-type: none"> • Supports the Communications Convenor • Content Management of Website • Management of P&C email addresses 	<p>Community Advertising</p> <ul style="list-style-type: none"> • Promotes e-mag to the Willoughby community • Collects advertising fees • Compiles e-mag each Term