

ELECTION OF P&C OFFICE BEARERS FOR 2016

All P&C Executive positions will be declared vacant at our AGM (Wed 11th November 2015).

Nominations are sought for the following positions:

Executive Positions:

- President
- Secretary
- Treasurer
- Fundraising Co-ordinator
- Vice Presidents
- Assistant Secretary
- Assistant Treasurer
- Assistant Fundraising Co-ordinator

Non-Executive Positions:

- Class Rep Coordinator
- Grounds Committee

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 itself and continue play a valuable role within the School Community. Below is an overview of the roles. Please get in touch if you want to discuss what is involved (no obligation)

PRESIDENT

- Oversees running of the P&C.
- Chairs P&C meetings (once a term).
- Liaises with the school executive.
- Attends subcommittee meetings or sends delegate.

VICE PRESIDENTS

- Supports President as needed.
- Involvement in P&C projects (e.g. Project Advisory Group for school re-development)

TREASURER

- Receives and deposits monies
- Draws cheques.
- Maintains financial records (using cloud based system)
- Presents accounts to each P&C meeting.
- Presents records for annual audit.
- Needs an accountancy background.

SECRETARY

- Sets agenda for monthly meetings
- Keeps minutes of all meetings.
- Maintains storage of P&C records.
- Maintains P&C Membership
- Updates P&C constitution (if required)

ASSISTANT TREASURER

- Supports Treasurer when needed.

ASSISTANT SECRETARY

- Supports Secretary when needed.

EVENTS CO-ORDINATOR

- Oversees school events & fundraising.
- Liaises with P&C Executive and school.
- Plans event calendar for the year.

ASSISTANT EVENTS CO-ORDINATOR

- Supports Fundraising Co-Ordinator as needed.

CLASS REP CO-ORDINATOR

- Facilitates the class rep programme.
- Maintains class rep database.
- Disseminates information to class reps as required.
- Liaises with WebMaster

HALL KITCHEN CO-ORDINATOR

- Liaises with school and P&C to plan usage of hall kitchen facilities.
- Co-ordinates helpers as required for functions.
- Replaces items in kitchen as needed.

If you are interested in taking up a position on the P&C please contact president@wpspandc.com.au or you can fill out the nomination form below and hand it in to the School Office Office before 2.00 pm, Wednesday, 11th November 2015.

Willoughby Public School P&C Association Election of Office Bearers for 2015 NOMINATION FORM

I nominate myself for the following position:

Position:

Name:

Email/Phone:

Signature:

Date: