

ELECTION OF WPS P&C OFFICE BEARERS FOR 2018

All P&C Executive positions will be declared vacant at our AGM to be held on Wednesday 8th November 2017 from 7PM. Nominations are sought for both Executive and Non-Executive positions listed below.

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. Below is an overview of the roles. Please get in touch if you want to discuss what is involved.

PRESIDENTS (up to two)

- Oversees the running of the P&C
- Chairs P&C meetings (once a term)
- Liaises with the school executive

SECRETARY

- Sets Agenda for monthly meetings
- Keeps meeting minutes
- Updates P&CB constitution if required

TREASURER

- Receives and deposits money
- Draws cheques
- Maintains financial records
- Presents accounts at P&C meetings

EVENTS COORDINATORS (two)

- Oversees school events & fundraising
- Liaises with P&C Executive and school
- Plans event calendar for the year
- Accounts for income and expenses from school events

CLASS REP COORDINATOR

- Facilitates the class rep program
- Maintains class rep database
- Disseminates information to class reps

VICE PRESIDENTS (up to two)

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

ASSISTANT SECRETARY

- Maintains storage of P&C Records and membership lists
- Supports the Secretary when needed

ASSISTANT TREASURER

- Reviews club financial statements
- Supports the Treasurer when needed
- Presents records for annual audits
- Needs an accounting background

EVENTS COMMITTEE MEMBERS (eight)

- Takes a leading role in one event for the year, including budgeting and volunteer coordination
- Advertises P&C events
- Supports the Events Coordinator

GROUNDS COMMITTEE

- Reviews the status of grounds and implements working groups
- Budgets for cost of grounds works

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 to the school office before 3pm, Wednesday 8th November 2017.

<p>Willoughby Public School P&C Association Election of Office Bearers for 2018 NOMINATION FORM</p> <p>I,</p> <p>nominate myself for the position of</p> <p>Signature</p> <p>Email</p>
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