



WPS P&C Elections 2020 Nomination Form

All P&C positions will be declared vacant at our AGM to be held on Wednesday 6 November 2019 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 6 November 2019.

Nomination Form

Willoughby Public School P&C Association
Election of Office Bearers for 2020

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

President (up to two) <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 	Vice President (up to two) <ul style="list-style-type: none"> Supports the President/s as needed Involvement in P&C special projects (eg. School redevelopment, Grants, Sponsorship)
Treasurer <ul style="list-style-type: none"> Manages incoming and outgoing expenditure Maintains financial records Presents accounts at P&C meeting 	Secretary <ul style="list-style-type: none"> Sets Agenda for monthly meetings Records meeting minutes Updates P&C By-Laws if required
Communications Convenor <ul style="list-style-type: none"> Facilitates the class rep program Manages P&C communications via various channels including class reps, facebook, website 	Events Convenor <ul style="list-style-type: none"> Oversees all events from a risk and financial perspective Is the conduit between event assistants and P&C

Non-Executive

Assistant Treasurer <ul style="list-style-type: none"> Supports the Treasurer Reviews sub-committee financial statements Assists at events (cash floats etc.) 	Assistant Secretary <ul style="list-style-type: none"> Supports the Secretary Maintains storage of P&C records Obtains sub-committee reports for meetings
Events Coordinator (Technology) <ul style="list-style-type: none"> Supports the Events Convenor Manages Trybooking sites for each event Manages Volunteering platforms for each event Manages Square Reader / Event Payments 	Events Assistant (Event Specific) x 7* <ul style="list-style-type: none"> Supports the Event Convenor & Coordinator Coordination of one specific event, including budgeting, logistics, volunteers & promotion
Webmaster <ul style="list-style-type: none"> Supports the Communications Convenor Content Management of Website Management of P&C email addresses 	Community Advertising <ul style="list-style-type: none"> Promotes community advertising to Willoughby community (sales to advertisers) Compiles booklet each Term (upload to web)
Lost Property <ul style="list-style-type: none"> Coordinates the Lost Property Angels volunteers 	Entertainment Book <ul style="list-style-type: none"> Coordinates the sale of Entertainment Books to school community each year Liaises with the Entertainment Book re sales

* Events are allocated to each year group as follows:

Kindergarten: Father's Day Stall (Term Three)
 Year One: Mother's Day Stall (Term Two)
 Year Two: Chicks for a Cause (Term Four)
 Year Three: Starry Night (Term Four)

Year Four: Parents Party (Term Four)
 Year Five: Blokes Night Out (Term Two)
 Year Six: Welcome Party & Picnic (Term One)