

**The Engadine West Public School P&C Association
would like to invite you to the 2023 Annual General Meeting**

Date: Monday 27 March 2023

Venue : Before and after school care centre

Time: 7:30pm

Executive positions	Sub Committee & other positions
President Vice President x 2 Treasurer Secretary	Assistant Treasurer Uniform Coordinator Fundraising Coordinator Canteen Coordinator Fundraising Subcommittee Members <ul style="list-style-type: none">• Mothers' Day/Fathers' Day Stall Coordinator• School Disco Coordinator• Easter Egg Raffle Coordinator Uniform Subcommittee Member Book Club Coordinator

Nomination form for EWPS P&C Annual General Meeting 2023

Person nominated: _____

Position: _____

Signature: _____ Date: _____

Seconder: _____

Signature: _____ Date: _____

Please return this form to the Sue Roach, Principal, no later than 3.30pm on Monday 27 March 2023

Engadine West Public School P&C brief role statements

P&C President

The president is responsible for the overseeing of the P&C and the associated committees, presiding and running the P&C meetings and liaises with the NSW P&C Association and the principal over any P&C and school matters. The president is responsible for:

- The successful functioning of the P&C.
- Fostering participation of all members.
- Welcoming new members & supporting volunteers.
- Chairing meetings:
 - ❖ eight general meetings per year
 - ❖ eight executive meetings per year
 - ❖ at least four sub-committee meetings per year
 - canteen
 - fundraising
 - uniform Shop
- Signatory on bank accounts.
- Acting as the P&C spokesperson.
- The president is automatically a member on sub-committees.
- Oversee all operations of the canteen.
- Oversee all operations of the uniform shop.
- Oversee all fundraising.
- Attend school presentations/assemblies.
- Take part in school merit selection panels.
- Represent the P&C in dealing with DEC and various other government departments.

Vice President x 2

The vice presidents in the absence of the president presides over the meeting. The vice presidents support the role of the president and may be required to:

- Chair meetings or parts of meetings under the direction of the president.
- Chair meetings in the absence of the president.
- Signatory on bank accounts.
- Take on the responsibility of supporting / leading sub-committees.
- Represent the president if the president is not available.
- Attends meetings:
 - ❖ eight general meetings per year
 - ❖ eight executive meetings per year
 - ❖ at least four sub-committee meetings per year
 - canteen
 - fundraising
 - uniform shop

Treasurer

- Attends meetings:
 - ❖ eight general meetings per year
 - ❖ eight executive meetings per year
 - ❖ at least four sub-committee meetings per year
 - canteen
 - fundraising
 - uniform shop

- Liaise with accounts manager weekly or as necessary for updates on accounting and bookkeeping.
- Oversee all aspects of Flexischools account.
- Authorise all EFT payments via NetBank, including fortnightly wages for the canteen.
- Sign cheques as needed.
- Present bi- annual audited accounts to the general P&C.
- Liaise with EWPS to arrange payment for promised donations to the school.
- Count and bank takings from P&C events.
- Prepare staff contracts canteen.

Secretary

- Minutes meetings:
 - ❖ eight general meetings per year
 - ❖ eight executive meetings per year
 - ❖ at least four sub-committee meetings per year
 - canteen
 - fundraising
 - uniform Shop
- Distribute meeting minutes to all members via email.
- Maintain the P&C website.
- Manage the membership register.
- Prepare agendas.
- Collect, record, and distribute correspondence.

Assistant Treasurer

- Attends meetings:
 - ❖ eight general meetings per year
 - ❖ eight executive meetings per year
- Assist the treasurer as needed.

Uniform Coordinator

- Attends meetings.
 - ❖ eight General meetings per year
 - ❖ eight executive meetings per year
 - ❖ at least four sub-committee meetings per year
 - uniform shop
- Open uniform shop every fortnight.
- Organise operational matters such as ordering uniforms, liaising with suppliers, stocktaking, issuing.
- receipts, Kindergarten orientation etc.
- Utilise Flexischools.
- Present a written report to the P&C at monthly meeting and an annual report at the P&C AGM.

Fundraising Coordinator

- Attends meetings.
 - ❖ Eight general meetings per year
 - ❖ Eight executive meetings per year
 - ❖ At least four sub-committee meetings per year
 - fundraising
- Organise fundraising events, volunteers and P&C publicity as needed.
- Present a written report to the P&C at monthly meeting and an annual report at the P&C AGM.

Canteen Coordinator

- Attend at least four canteen sub-committee meetings per year.
- Represent the general members in decision making about the canteen.
- Liaise with canteen manager about all operational matters such as fundraisers, red light days, policies, quotes for repairs, compliance etc.
- Liaising with the school principal, the P&C president, the school community, paid staff and volunteers on matters relating to the canteen.
- Be ever mindful of paid staff's "Statement of Duties" and "Work Agreement".
- Present a written report to the P&C at monthly meeting and an annual report at the P&C AGM.
- Coordinate a stock take at the end of each term with canteen employees.

Fundraising Subcommittee member

- Attend at least four Fundraising sub-committee meetings per year.
- Represent the general members in decision making about fundraising events.

Mother's Day/Fathers Stall Coordinator - *this could be combined with the role of fundraising sub-committee member*

- Collaborate with fundraising coordinator.
- Organise elements such as purchasing of merchandise, wrapping days, recruiting volunteers etc.
- Coordinate the general running of the stall.

Easter Raffle Coordinator - *this could be combined with the role of fundraising sub-committee member*

- Collaborate with fundraising coordinator.
- Organise school community to donate eggs, chocolate, baskets.
- Organise elements such wrapping day, raffle tickets, prize collection etc.

School disco coordinator - *this could be combined with the role of fund-raising sub-committee member*

- Collaborate with fundraising coordinator.
- Purchase merchandise. Organise elements such as BBQ, entry payments, refreshments etc.

Uniform subcommittee member

- Attend at least four uniform sub-committee meetings per year.
- Represent the general members in decision making about uniform shop events.

Book Club Coordinator

- Distribute Book Club catalogues to students.
- Coordinate each edition.
- Table all purchase totals and bonus totals at P&C meetings.
- Present a written report to the P&C at monthly meeting and an annual report at the P&C AGM.