

Dear Parents,

**Our Parents & Friends AGM is on Monday 5 March, 2018. This meeting will be held at 7.00pm in the School Library.**

***All Welcome.***

Please nominate on the form below for any positions that take your fancy, or nominate someone else, as long as this is acceptable to the nominee. You must ask them.

**PRESIDENT:** I wish to nominate \_\_\_\_\_

This position entails a certain amount of organization, e.g. working bee's. The President runs the monthly P&F meeting, and is generally the "go- to person" for parents and staff. No big deal. Various mail comes your way, and minutes of the meeting are needed for the Newsletter following the meeting. On occasions you may be needed to attend a short meeting at school e.g. with the Principal.

**SECRETARY:** I wish to nominate \_\_\_\_\_

This position entails taking minutes of meetings, recording attendances at same, writing up the minutes and attending to outward correspondence e.g. writing the odd letter, filtering the inward correspondence and tabling relevant material at the meetings. This position holds the most responsibility and work load. Once again, sounding board for rest of executive.

**TREASURER:** I wish to nominate \_\_\_\_\_

Ideally, this position is responsible handling of monies. The treasurer has to present a report at each meeting and organize an audit of the books at the end of the school year. One needs to have some freedom to do the counting of moneys. Accounts need to be paid from time to time on-line and by cheque co-signed by other members of the executive on the odd occasion.

**CANTEEN COORDINATOR:** I wish to nominate \_\_\_\_\_

This position requires the person to coordinate a roster, ordering of stock and be a general go to person for question's about the canteen. This person would present a report at each of the monthly P&F meetings

**DIOCESAN REP:** I wish to nominate \_\_\_\_\_

This position requires attendance at Diocesan P&F meetings once a month and report back to school meeting. Generally you are the link to the P&F Federation in New South Wales which is the body that deals with government on many issues facing the P&F in our state and nationally. This position would suit someone who is interested in the political arena. You will occasionally rub shoulders with the top brass and really, there is scope to climb to the heights.

Please return to the school office any time before the AGM.