The Annual General Meeting of the P&F Association will be held on **Tuesday 17 November 2015 at 7.00pm** in the School, in conjunction with the School Board Annual General Meeting.

The P&F Association is an essential part of the school and serves an important role in the overall functioning of the school. You are invited to consider serving on the P&F Committee for 2015.

Below is a brief summary of duties for each position, together with a nomination form. Nominations can be lodged at the school office and close on **Friday 13 November 2015**.

Dated: 4 November 2015

### PRESIDENT
1. Chairs meetings (1 per term, plus AGM).
2. Ensure meeting procedures are adhered to.
3. Liaises with office bearers, parents, Principal and staff, board members etc.
4. Directs and supports other office bearers
5. Provides leadership for the Association.
6. Encourages parental support for all activities
7. Publicises P&F activities.

### VICE PRESIDENT
1. Acts as understudy to President.
2. Chairs meetings in President's absence.
3. Assists other office bearers where necessary.
4. Chairs sub-committees if applicable.

### TREASURER
1. Is responsible for all funds received.
2. Maintains books of accounts and presents statements at all P&F meetings (1 per term).
4. Has books audited.

### SECRETARY
1. Attends all meetings (1 per term).
2. Records minutes of each meeting and later relates to Principal and Committee members.
3. Deals with all correspondence, both inward and outward.
4. Maintains a file of all transactions dealt with by the P&F.

### P&F NOMINATION FORM

I have read the above P&F information and wish to serve on the Parents & Friends Executive Committee for 2016, and understand my obligations having read the Parents & Friends Association Constitution. (Copy of the Constitution is available at the school office.)

I,___________________________________________ would like to nominate for the position of:

____________________________________________________________________________________

**Signature:** __________________________  **Date:** __________________________