

# Modanville Public School P&C

The Modanville Public School P&C will be holding their Annual General Meeting on Wednesday 16<sup>th</sup> September 2020, 5.00pm for a 5.15pm start. The Meeting will be held at the Dunoon Sports Club.

The Annual General Meeting is held every year and its purpose is to elect the Office Bearers and representatives for the coming year. There are four office bearer roles, and any number of representatives are welcome to join. The representatives are able to present and vote on issues. An outline of the Roles is to follow.

Over the years Modanville P&C has been quite active, with many fundraising activities that support our school. This year we are looking at implementing new and updated roles and ideas that suit our changing school community needs. As always we are keen to work with families in our community and welcome your suggestions.

After the AGM the P&C will convene for a General Meeting.

The AGM will follow an agenda that includes:

- Present and apologies;
- Reading of previous AGM minutes and acceptance;
- President's yearly report; Treasurers Report; Canteen report;
- Declaring of positions open by ex officio - nominations and acceptances;
- Signatories and assignment of audit.

The AGM anticipates to be closed by 6:00pm with the following meeting to be finished by 7.00pm.

Please note, due to COVID-19 the AGM and General Meeting was postponed from March. We ask for your RSVP at your earliest convenience to the email below.

If you would like more detailed descriptions of the roles, or any other information regarding the P&C please feel free to contact Michelle Ianna (Secretary) by email at [modanvillepublicschool@pandcaffiliate.org.au](mailto:modanvillepublicschool@pandcaffiliate.org.au)

Thank you

Melissa Ianna  
Modanville PS P&C President

## Roles of Committee Members:

### **President Role:**

- The successful functioning of the P&C Association meetings
- The attainment of the P&C Association's objectives
- Ensuring that the P&C Association takes part in decision making processes in the school
- Fostering fair participation of all members and ensuring that all new members are made to feel welcome
- Supporting volunteer
- Consistent adherence to the Constitution
- Acting as the P&C Association's spokesperson when public statements or actions are needed
- Setting up lines of communication with the Principal
- Being signatory on the Association's bank accounts
- Chairing meetings, in the absence of the President the Vice Presidents will chair the meeting or the meeting can elect a chairperson from the members present for that meeting
- Chair and conduct all the P & C meetings and AGM as per meeting agenda
- Liaise with the Principal, parents and community with related P & C issues. Speak publicly on behalf of the P & C at functions such as Christmas concert

### **Vice Presidents Role:**

- To assist the president, and stand in for the president when not available.

### **Secretary's Role:**

- Responsible for carrying out the administrative tasks related to the decisions of the meetings as resolved. Prepares, in consultation with the President, all meeting agendas
- Required to attend P&C Association meetings and take notes of the discussions in order to produce a set of Minutes for subsequent distribution to members and for receipt, possible amendment and adoption at the following meeting. (In the absence of the Secretary the meeting should elect a person to take the Minutes, this person should be identified in the Minutes.)
- Receiving and tabling all correspondence as well as writing and dispatching outgoing correspondence as resolved/appropriate
- Issue notice of all meetings and maintains official records of the P&C Association such as the constitution, by laws, rules of subcommittees, Incorporation Certificate, ABN details, list of financial (voting) members, Minutes, Attendance book

### **Treasurers Role:**

Whilst all P&C members must be mindful of complying with financial accountability requirements, this is the Treasurer's primary responsibility.

- The Treasurer receives and deposits monies, maintains records, draws cheques and presents accounts. Ensures that all funds held and handled by P&C are properly and openly accounted for as the Treasurer is responsible for all funds held in the name of the P&C Association. This includes all P&C Association committees. This does not mean that the Treasurer must undertake the actual bookkeeping themselves but they must ensure that the various subcommittee financial records have been kept to the Treasurer's satisfaction
- Is a signatory on the P&C accounts and should not delegate this responsibility
- Provides information so that all members understand the state of the P&C Association finances
- Ensures a case book or books are kept, recording all financial transactions of the P&C Association