



ANNANDALE PUBLIC SCHOOL Parents & Citizens Association

Benefiting our children and their school

P&C Annual General Meeting

Tuesday 31st March 2015

7:30 pm School Library

All welcome to attend

What is a P&C Association?

A P&C Association is a school-based organisation with membership open to parents, teachers and interested citizens. It needs to meet the requirements set out in the Education Act 1990.

What does the Education Act 1990 say about school parent organisations?

The Education Act states that P&C Associations are established to:

- Promote the interest of the school by bringing parents, citizens, students and teaching staff into close co-operation;
- Assist in providing facilities and equipment for the school and promoting the recreation and welfare of the students at the school;
- Encourage parent and community participation in curriculum and other educational issues in schools;
- Report, when requested by the Minister, on the material requirements of the school and advise on the subject of maintenance of the school, alterations and additions to school facilities and the selection of new sites;
- Assist and co-operate with teaching staff at public functions associated with the school;
- Be responsible for the election of parent representatives to any school council constituted at the school in consultation with the principal of the school; and
- Assist in any other matters in which the Minister may seek the co-operation of the Association.

Who are the office-bearers of an Association?

Office-bearers are elected at an Association's Annual General Meeting. The standard and prescribed constitution states that there will be a President, two Vice-Presidents, a Secretary and a Treasurer. This group forms the Association's Executive Committee.

What are the duties of the President?

The President has a responsibility to ensure the successful functioning of the Association, the attainment of its objectives, the responsibility to foster the fair participation of all members and consistent adherence to its constitution. The President should ensure that new members are made to feel welcome. The President, as the name implies, presides at all meetings of the Association and the Executive Committee. The duties of the President include preserving order, ruling on contentious matters of procedure and assisting the progress of discussion by preventing irrelevant or repetitious discussion or offensive remarks.

The President, as well as being the convenor of the Executive Committee, is ex officio a member of all sub-committees.

What are the duties of the Vice-Presidents?

The Vice-Presidents are required to take on any of the Presidential duties defined above when invited to do so by the President or when the President is, for reasons of illness or alternative commitments, unable to undertake those duties.

What are the duties of the Secretary?

The Secretary is the principal administrative officer of the Association and is responsible for carrying out the decisions of the meeting - unless otherwise stipulated. The Secretary prepares, in consultation with the President, all meeting agendas. The Secretary maintains a list of financial (voting) members. The Secretary is also required to attend every Association meeting and take notes of the discussions in order to produce a set of minutes for subsequent distribution to members. Minutes should indicate the time, date and location of the meeting, the members in attendance, the apologies accepted, the identity of the Chairperson and record every decision which was supported by majority vote.

The Secretary is also asked to receive and table all incoming correspondence and write and send all outgoing correspondence.

What are the duties of the Treasurer?

The Treasurer is responsible for the sound financial management of the Association. The Treasurer receives and deposits monies, maintains records, draws cheques and presents accounts, in the form of a report, at each general meeting. The Treasurer presents all records for auditing each year and ensures that the audited accounts are tabled for adoption at the Annual General Meeting.

Who is eligible to vote at a P&C Association meeting?

All members of an Association are entitled to vote. Membership involves the payment of an annual membership fee, which is currently one dollar. All annual membership renewals must occur before the day of the Annual General Meeting.

I cannot attend meetings regularly, but how do I stay in touch with the P&C?

Email Peter Bestel, current secretary apspandc@gmail.com and your email will be blind carbon copied into P&C relevant emails, or included in meeting agendas, throughout the year.