



NOMINATION FOR OFFICE BEARERS AND COMMITTEE MEMBERS

The Annual General meeting of Engadine High School Parents and Citizens Association will be held on Wednesday 17 March 2021 at 7.00pm in the school Library.

All Committee positions will be declared vacant and the following to be elected:

An Executive Committee consisting of:

- President
- two Vice Presidents
- Secretary
- Treasurer

I..... being a member of Engadine High School P&C Association

nominate for the position of

Completed nomination forms can be returned to the Front Office or handed in at the Annual General Meeting.

Many thanks
Ms Sharon Harrison & Ms Tracey Bollard
P&C Association
Engadine High School

PARENTS & CITIZENS ASSOCIATION NEWS

Duties of Office Bearers

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.

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, when in the Chair, should present a face of impartiality during debates. Personal views may be given provided the President vacates the Chair, for the entire course of the discussion on the specific topic. The President also has important responsibilities outside of meetings. The President may represent the Association at official functions and act as the Association's spokesperson when public statements or actions are appropriate. The President, as well as being the convenor of the Executive Committee, is ex officio a member of all sub-committees.

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. If, for any reason, the President's office falls vacant, one of the Vice-Presidents should act as interim President until a new one is elected.

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. The constitution for P&C Associations stresses that the Secretary is responsible for the handing over of all records and minutes to the incoming Secretary on vacating the position.

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. Should the Treasurer be uncertain about correct financial management protocols he/she should refer to the advice in the Department of School Education's School Manual on Financial Management or telephone P&C Federation for advice. Should, for any reason, the Treasurer not be in a position to acquit any of the above mentioned tasks another officer of the Association may take on these roles in the Treasurer's absence, preferably with the Treasurer's agreement. The Treasurer is responsible for the handing over of all financial records, to the incoming Treasurer should the Annual General Meeting decide to elect a new Treasurer.