Notice of Parents and Citizens Association (P&C) Annual General Meeting
PLUS Positions to be filled

Becoming involved in the Oakhill Drive Public School Parents and Citizens Association is a great way to support your child's education, get to know other parents, find out what is happening in your child's school and become part of our community!

The P&C meets on the second Monday of every month in the staff common room from 7.30pm.

In accordance with the Associations by-laws, the P&C is required to hold an Annual General Meeting. All office bearer positions are open for election at the AGM with a maximum tenure on an officer or position of 3 years. The ODPS P&C Annual General Meeting will be held on Monday 10 November 2014.

If you are interested in putting your name forward for a position on the P&C, please complete the nomination form below and send it to the Secretary by Friday 31 October 2014. Nominations can be emailed to odps.p.and.c.secretary@gmail.com or be placed in the P&C box in the front office.

If you are not sure and would like to find out more about the positions, you can speak to the current incumbent and they will be happy to answer any questions.

Several of our wonderful volunteers have children finishing at Oakhill Drive Public School and their roles will be need to be filled. It would be advantageous to have a reasonable handover period so if you would like to volunteer for these roles please do so as soon as possible!

I ______________________________________ would like to nominate for the position of

__________________________________________ on the 2014/2015 ODPS P&C Committee.

Signed _________________________________

Date _________________________________

Please email to odps.p.and.c.secretary@gmail.com or place in the P&C box in the front office – Thank you.
**ELECTED POSITIONS:**

Please note ALL Executive Committee positions are open for election and must be voted on at the AGM.

**PRESIDENT** – Sits on the Executive Committee and chairs P&C meetings. Prepares report for School Magazine/Report on the P&C. Very occasionally, addresses a gathering of the school community on behalf of the P&C (e.g. Kindergarten Orientation, Presentation Day). Approximately 4-5 hours a month.

**VICE-PRESIDENT** - Sits on the Executive Committee and stands in when the President is unavailable. Approximately 1-2 hours per month.

**P&C TREASURER** - The Treasurer sits on the P&C Executive Committee and keeps financial records of the P&C activities including bank reconciliation and profit & loss statements. Cheque signatory for all P&C accounts and is responsible for banking of income (excluding canteen, band and uniform income). Consolidates financial statements of sub-accounts and co-ordinates year end audit. Reports to P&C meetings twice per term. Time required is approximately 4 hours per month.

**SECRETARY** – Sits on the Executive Committee and takes the minutes at the P&C meetings. Collects all correspondence and writes any necessary letters etc. Approximately 4 hours per month.

**VOLUNTARY POSITIONS:**

Please note that while the following positions are voluntary, should more than one person volunteer for the position it will be taken to a vote.

**CANTEEN CONVENOR** – Works with the canteen employees and checks that we are not overstocked. Writes a monthly report to the P&C on progress, problems etc. Tries new ideas and products in conjunction with the Canteen Manager and signs any cheques for supplies. Approximately 2 to 3 hours per week. (NOTE: It is NOT necessary to visit the canteen daily to hold this position).

**CANTEEN TREASURER**

The role of the Canteen Treasurer is to complete all of the financial transactions of the canteen and produce reports to present at the P&C meetings and end of year financial reports. Duties include: Inputting purchases, payments, receipts and journals, paying supplier invoices, petty cash reconciliations, fortnightly payroll, reconciliation of the bank account, production of financial reports including end of year report, balance sheet, profit and loss, reviewing of canteen prices.

**UNIFORM SHOP CO-ORDINATOR** – Is responsible for liaising with suppliers of all uniform stock about stock required etc. Opens the shop weekly to the school community and assists new families to the area with their uniform needs. Organises the second hand uniforms. Conducts a stock take each term. Works with the Uniform Shop Treasurer on income and expenditure. Presents a monthly report to the P&C meeting. This position is quite specialised and does involve quite a bit of dedication and time.

**UNIFORM SHOP TREASURER** – We are looking for a new treasurer to manage the accounts for the uniform shop. Responsibilities include:

- Monthly bank reconciliations
- Assisting with administration of flexischools
- Entering stocktake information
• Paying creditors and associated processing
• Calculating price rises

The role does not require attendance in the uniform shop. All processing is done on the uniform shop’s computer, which can be completed at a convenient time and place for the treasurer. Time required is approximately 4 hours per month. A bookkeeping or accounting background is essential, as is experience with MYOB or a similar accounting program.

**BAND CO-ORDINATOR** – Acts as liaison between Band Directors and school staff. Sits on Band Committee. Prepares invoices to all students for their band fees. Ensure all fees are collected and band directors are paid. Report to P&C each meeting. Approximately 3 hours per week.

**BAND TREASURER** – Records income and expenditure for the band. Prepares a monthly financial report for the P&C. Approximately 1 hour per week.

**FUNDAY CO-ORDINATOR/S** – We are currently looking for a Funday Co-ordinator. In previous years we have had one Funday Co-ordinator responsible for overseeing all of the stallholders and activities. For the 2015 Funday we have implemented a second tier of co-ordinators to help assist with the organisation of the event. These co-ordinators are already in place. We now just need a person (or two people) to work with this team of people and the stallholders to bring together our wonderful Funday.

**COMMUNITY EVENTS CO-ORDINATOR/S** – We are currently looking for a Community Events Co-ordinator. This person or persons aim to run two social events during the calendar year. Usually a Disco and/or a Movie Night however this is open to new ideas. The job is very well defined and it runs like clockwork with the aid of an established roster of key helpers and many other parents who volunteer. P&C meeting attendance is optional.

**SCHOOL BANKING** – Collect student banking each Monday morning. Enter details into bank database (via computer in school office). Verify all amounts collected. Bank money. For audit and security purposes, a team of at least 2 people is required for this position. Approximately 2 hours each Monday.

**ENTERTAINMENT BOOKS** - This is an annual activity that runs for 4-8 weeks and requires at the most 2 hours work per week.

**MOTHER’S DAY AND FATHER’S DAY STALL** – Involves the purchase of stock for the two stalls each year, the promotion of the stalls and the running of these wonderful events.

We look forward to your nominations.

Jude Edwards
P&C Secretary