



GOWRIE PRIMARY SCHOOL

Jeffries Street GOWRIE ACT 2904
Telephone (02) 6205 7822
Facsimile (02) 6205 7825
gowp@gowrie.ps.act.edu.au



ACT
Government
Education and Training

Principal: Gareth Richards

8th February 2017

**P&C ANNUAL GENERAL MEETING
MONDAY 13th FEBRUARY 2017
6.30PM IN THE GOWRIE LIBRARY**

To Parents and Carers in the Gowrie Community,

The Gowrie P&C Annual General Meeting will be held on **Monday 13th February 2017**.

As it is a new year all positions on the P&C Committee become vacant. The following is a list of those positions and their duties:

EXECUTIVE MEMBERS:

President

- Chairs all meetings and reports on school activities and feedback from parents/teachers.
- Ensures implementation of action items.
- Fundamental role of providing leadership to the parent community which includes having awareness of parental concerns and expectations and being an active participant in the schools planning and priority setting.
- Encourages participation in committee activities for the school community.
- Formulates annual objectives for the P&C and delegating duties in order to achieve this plan.
- Actively participates in fundraising activities organised by the school and P&C committee.
- Confirm (as per meeting) and assist Treasurer on all payments to school suppliers/canteen staff and any other financial payments to be made.

Vice President

- Provides support to the president and other committee members as well as to the school.
- Chairs meetings in the Presidents absence and ensures implementation of action items.
- Encourages participation in committee activities for the school community.
- Actively participates in fundraising activities organised by the school and P&C committee.
- Assist Treasurer on all payments to school suppliers/canteen staff and any other financial payments to be made.

Secretary

- Attend all meetings, keep a record of attendance, take minutes and keep a record of all business conducted
- Issue notices of all General, Special and Committee meetings
- Normally conduct all correspondence
- Hand to the Treasurer all moneys received by him/her

Everyone COUNTS

- Subject to the Act, the Regulations and these rules, keep in his/her control all records and other documents relating to the Association
- Hand over all records, minutes and correspondence to his/her successor on relinquishing office

Treasurer

- As provided for in rule 32, receive all moneys including remittances from Canteen surpluses and keep a record of all moneys
- Issue receipts for all moneys received by him/her, obtain vouchers for all moneys paid from the Association funds
- Bank or cause to be banked all moneys in the bank or approved financial institution at which the Association has its accounts within seven days of its receipt
- Not draw money from the bank or other accounts unless authorised by resolution in a General, Special or Committee meeting
- Present at each General and Committee meeting a statement of accounts showing income and expenditure since the previous meeting together with a bank reconciliation statement
- Submit an audited annual statement of income and expenditure, receipts and payments, and assets and liabilities to the Annual General Meeting
- Make available to the Auditor/s not less than 21 days prior to the Annual General Meeting all books, receipts, vouchers and monthly statements of accounts
- Pay Canteen staff fortnightly, complete Business Activity Statements as per ATO requirements, ensure Superannuation payments are made as per ATO requirements, and issue PAYG payment summaries to all employees
- Keep in his/her control all records and other documents relating to the financial affairs of the Association
- Hand over all records of accounts, books, receipts and vouchers to his/her successor on relinquishing office

Uniform Co-ordinator

- To run the uniform shop
- To order uniforms as required
- Keep an accurate inventory of all stock received and sold

Fundraising Co-ordinator

- To plan and organise all P&C fundraising activities for the year.

Assistant Fundraising Co-ordinator

- To support the Fundraiser Co-ordinator to help organise all activities for the year.
- Actively participates and helps run all fundraising activities organised.

Canteen Co-ordinator

- Liaise with Canteen Manager on day to day operation of the canteen
- Provide a report to the P&C regarding the running of the Canteen

Preschool Subcommittee Co-ordinator

- To liaise between Preschool and P&C regarding fundraising and other activities

These are the current positions on the Gowrie P&C open for nomination at the AGM. Any parent/carer members of the Gowrie School Community are eligible to nominate for any of the above positions. We invite you all to attend the AGM.

Karen Williams
President
Gowrie P&C