

Dear TPS Parents Carers and Citizens,

Next **Wednesday the 29th October at 7.30pm in the School Library** the Thirroul Public School P&C will hold its Annual General Meeting. **If you come to one meeting all year this is the one to attend.** You will not be pressured into jobs or roles you're not interested in - we'll be happy enough that you've attended.

At the AGM we discuss the year passed and receive annual reports from the Treasurer, the President, and the Principal. If you want to hear more about where the school and the P&C is heading and how- this is a good place and time to do so.

All Executive Roles are vacated and nominations received and voted upon for the coming term. Some members of the current executive are moving on after many years of service and for the P&C to remain viable we need new people with new energy to fill these roles.

The executive roles are not demanding and all active members chip-in to support those good enough to volunteer their time but **the P&C cannot function without filling these roles:**

President:

Presides over all meetings and is the responsible for the day to day leadership of the Association. The president has special responsibilities prescribed under the P&C Associations Act regarding the calling of meetings and ensuring proper procedure is served and documentation is kept.

Vice President(s):

We elect two vice-presidents to help spread executive responsibilities between three people (VP's and President). The Vice President supports the President in their roles and responsibilities and presides over meetings when the President is unavailable and has delegated the task. Traditionally The VP is a general leadership hand - supporting all Executive roles as required. The VP is a member of the Executive and has special responsibilities under the P&C Associations Act accordingly.

Secretary:

The Secretary shall attend meetings and keep a record of all business conducted. Additionally the Secretary has been delegated responsibility for the distribution and management of all P&C communications. Increasingly this as much a 'community manager' role as it is that of a traditional Secretary. The Secretary has special responsibilities under the P&C Associations Act in addition to those of the Executive.

Treasurer:

Lisa-Maree Fletcher has served the maximum 3 Years in this role (as prescribed under the Act) and we need someone to take the reigns on this most important role. The Treasurer receives and deposits monies, maintains records, draws cheques, manages all banking, and presents accounts to each General Meeting. They present all records for auditing each year. The Treasurer has special responsibilities under the P&C Associations Act in addition to those of the Executive.

Executive Members:

Up to six additional members can be elected as members of the Executive in addition to the prescribed officer roles in order to constitute an Executive Committee. Together the Executive Committee can vote on interim and urgent actions where it is not possible to convene a general or special meeting. Like the VP's they are a general leadership hand - supporting all roles and responsibilities as far as they are able under the determinations of the Act.