

St Bernadette's Primary School, Dundas Valley
Parents and Friends Association

Annual General Meeting (AGM)

The Annual General Meeting for the Parents and Friends Association will be held at **7:00pm on Monday 19th February 2018** in the school hall. Please come and join us.

An AGM is held each year and nominations are sought for the positions listed below. Please consider nominating yourself, or someone else for a position on the Committee.

Please return your nominations to the School office by 9:00am on Friday 16th February.
Voting will take place at the AGM.

President

- Preside as chairperson at all meetings.
- Ensure the smooth and prompt running of all meetings.
- Prepare the agenda for General Meetings/Annual General Meetings in collaboration with other members of the Executive Committee.
- Liaise with Parents, Principal and Parish Priest or Co-ordinating Parish Priest.
- Organise/delegate canteen days and any fundraising events.

Vice President

- Assist the president in her/his duties as required.
- Preside as chairperson at meetings in the absence of the President.

Secretary

- Take minutes of all business conducted.
- Ensure minutes are signed by the president at the next meeting.
- Compose notes/letters regarding all P&F activities and submit to school office for distribution as required.
- Receive and deal with correspondence.
- Maintain copies of correspondence, bulletins and minute books.
- Give notice of the agenda to all members.

Treasurer

- Receive all monies and keep accurate records of monies received.
- Obtain and keep receipts for all monies paid by the Association.
- Bank all monies received.
- Present at each General Meeting a statement of accounts showing receipts and expenditure during the current month together with the current balance.
- Present at the Annual General Meeting an audited statement of accounts.
- Present at the Annual General meeting an anticipated set of accounts for the year ahead (as prepared by the Executive Committee) for approval or amendment by the members of the Association.



I would like to nominate: _____ for the position of

on the Parents and Friends Committee for St Bernadette's Primary School, Dundas Valley.

Name : _____