Dear Parents,

In the previous Friendly Link I mentioned that the Annual General Meeting for the P&C was approaching. In 2011 I am urging parents to become actively involved in the school community. It is for this reason that I have outlined the roles and responsibilities of the executive positions.

The meeting will begin with the regular general meeting, followed by supper and the AGM. Your attendance is a good opportunity to meet other parents, to know what is happening at school and is of course obligation free. If however, you are interested in joining the committee, please see the following descriptions of positions to help in your decision.

President
The duties of the President are:
- To chair all General, Special and Executive meetings of the P&C.
- To liaise with the school Principal and Staff.
- To be spokesperson for the parents of the school, both within the school and in the general community.
- To be ex officio member of all sub committees.

Vice President
The duties of the Vice President are:
- To carry out all duties of the President when he/she is absent from meetings.
- To liaise with the President to ensure smooth running of the affairs of the P&C Association.
- To oversee fundraising.

Secretary
The duties of the Secretary are:
- To carry out the official correspondence of the P&C Association.
- To maintain communication with the President regarding any action required between meetings.
- To count the number of people attending each General and Special meeting.
- To take minutes of all Association, Special and General meeting as requested. If the secretary so requires a tape recorder may be used to assist them with taking the minutes.
**Assistant Secretary**

The duties of the Assistant Secretary are:

- To carry out the role of the Secretary when he/she is absent from meetings.

**Treasurer**

The duties of the Treasurer are:

- To receive and deposit all moneys and maintain accurate records of all such money received and paid from the associations funds.
- To bank all monies received with 48 hours of receipt of such monies. No money shall be withdrawn from said accounts unless authorised by the association.
- To present at each General Meeting a statement of accounts showing the total of outgoing and incoming expenditure during the past month together with the current balance.
- To make available to the Auditors prior to the Annual General Meeting all books, receipts, vouchers and monthly statement of accounts and tables the resulting Auditors Report at the Annual General Meeting.
- To be responsible for the accounts of the canteen.
- To monitor the prices being charged in the Canteen to ensure cost effectiveness is being maintained.

**How to Apply**

To apply for any of these positions you may do one of two things:

- Put in a written nomination. This is a letter nominating you for a position, seconded by another person and accepted by you. This letter should be addressed to the Principal and may be left at the school office. The letter needs to be received no later than Tuesday 22 March 2011.
- You may attend the Annual General Meeting and stand for a position in person.

In the event that there is more than one nomination for a position everyone in attendance at the meeting will be asked to write down their nomination which will be sighted and tallied by the Principal only.

To hold a position on any of the P&C Committees or to vote or nominate anyone for a position you must be a financial member of the P&C.

The fee of $1.00 is payable to the Treasurer on the night, before the AGM begins or put your fee in an envelope marked with your name, address and phone number and left with the front office.

The P&C are a very hard working and dedicated group of people who strive to do their best for the staff and children of Revesby South Public School. Your input on the Executive committee would be greatly valued and I look forward to working with the Committee.

Robyn Rankin
Principal