



Baldivis Gardens
Primary School P&C
Annual General Meeting



AGM
Annual General Meeting

What
will you
change?

New Date!!!
Wednesday 28th
February 2018
at 6:30pm

Meeting held in the Conference Room (at the front of the school), all parents and interested community members are welcomed.

Membership Cost of \$1 is payable on the night.



**Baldivis Gardens
Primary School P&C
Annual General Meeting**



**New Date!!!
Wednesday 28th
February 2018
at 6:30pm**

Meeting held in the Conference Room (at the front of the school), all parents and interested community members are welcomed.

Membership Cost of \$1 is payable on the night.

Baldivis Gardens P&C Information Sheet

Office Bearer Roles:

President

The President is the meeting Chairperson, the public face of the P&C and can be a link between parents and school administration.

During a meeting it is important that the President ensures there is a motion to be voted on and conducts productive/orderly meetings by:

- Maintaining control
- Ruling on points of procedure
- Stopping people from speaking out of turn
- Encouraging participation by all members
- Closing debate by summing up

The President is also a signatory to the bank accounts, needs to ensure other Office Bearers fulfil their duties, handles media and all external enquiries, observes legal

Vice President

The Vice President is the understudy for the President to undertake the Presidents duties if they unable to do so, including chairing meetings when the President is absent or has a conflict of interest.

The Vice President can represent the President on sub committees and is a signatory to the bank accounts.

Secretary

The Secretary maintains the Association's records (NOT the financial records). They must:

- Post notice of meetings
- Assist Chairperson in drawing up agenda
- Record minutes
- Deal with correspondence
- Maintain membership records
- Be a signatory to the bank accounts
- Observe legal formalities

It is important that when taking the minutes the Secretary documents that a discussion on a particular subject took place, what decision was made, who will follow-up on the resolution and the timeframe.

P&C documents that must be archived are the minute books and document register. All correspondence that is not of an ongoing issue need not be retained for longer than 12 months provided they have been listed in the correspondence log.

Treasurer

The Treasurer maintains the Association's financial records. It is important to establish and maintain SIMPLE procedures for handling the Association's money:

- Always issue receipts
- 2 people to count money and the receipt signed by both
- Bank **all** money received
- 2 people to sign cheques (avoid conflict of interest)
- To sight an invoice before signing cheques
- **Never** sign blank cheques

It is the responsibility of the Treasurer to prepare and present a WRITTEN report for every General Meeting, including an up-to-date bank reconciliation, a copy of the most recent bank statement and a statement of receipts and payments. Other responsibilities include:

- Preparing the books for audit.
- Management of all the P&C's accounts including overseeing ALL sub committees.
- Completion of tax and superannuation related documents as necessary.

All financial records must be kept for a minimum of 5 years, however personnel records of employees must be kept for the time of their employment and for 7 years after termination/resignation.

Baldivis Gardens P&C Information Sheet

Office Bearer Roles:

President

The President is the meeting Chairperson, the public face of the P&C and can be a link between parents and school administration.

During a meeting it is important that the President ensures there is a motion to be voted on and conducts productive/orderly meetings by:

- Maintaining control
- Ruling on points of procedure
- Stopping people from speaking out of turn
- Encouraging participation by all members
- Closing debate by summing up

The President is also a signatory to the bank accounts, needs to ensure other Office Bearers fulfil their duties, handles media and all external enquiries, and observes legal

Vice President

The Vice President is the understudy for the President to undertake the Presidents duties if they unable to do so, including chairing meetings when the President is absent or has a conflict of interest.

The Vice President can represent the President on sub committees and is a signatory to the bank accounts.

Secretary

The Secretary maintains the Association's records (NOT the financial records). They must:

- Post notice of meetings
- Assist Chairperson in drawing up agenda
- Record minutes
- Deal with correspondence
- Maintain membership records
- Be a signatory to the bank accounts
- Observe legal formalities

It is important that when taking the minutes the Secretary documents that a discussion on a particular subject took place, what decision was made, who will follow-up on the resolution and the timeframe.

P&C documents that must be archived are the minute books and document register. All correspondence that is not of an ongoing issue need not be retained for longer than 12 months provided they have been listed in the correspondence log.

Treasurer

The Treasurer maintains the Association's financial records. It is important to establish and maintain SIMPLE procedures for handling the Association's money:

- Always issue receipts
- 2 people to count money and the receipt signed by both
- Bank **all** money received
- 2 people to sign cheques (avoid conflict of interest)
- To sight an invoice before signing cheques
- **Never** sign blank cheques

It is the responsibility of the Treasurer to prepare and present a WRITTEN report for every General Meeting, including an up-to-date bank reconciliation, a copy of the most recent bank statement and a statement of receipts and payments. Other responsibilities include:

- Preparing the books for audit.
- Management of all the P&C's accounts including overseeing ALL sub committees.
- Completion of tax and superannuation related documents as necessary.

All financial records must be kept for a minimum of 5 years; however personnel records of employees must be kept for the time of their employment and for 7 years after termination/resignation.