



Can you  
contribute to  
benefit our  
kids?

**ASQUITH PUBLIC SCHOOL**

**PARENTS & CITIZENS  
ASSOCIATION (P&C)**

**ANNUAL GENERAL MEETING (AGM)**

**7:30PM TUESDAY 21<sup>ST</sup> OCTOBER 2025**

**(VIA GOOGLEMEET OR IN LIBRARY)**

Treasurer Vice President  
Canteen Secretary President  
Uniform Shop Envirohub  
Communications Music  
Events

**Note:** To nominate at the AGM, you must already be a 24/25 member (joined before the Sept Meeting). If not, you can still nominate for open positions at the meeting straight after the AGM, provided you've signed up for 25/26 membership.

### WHO ARE THE P&C?

The P&C is a body of parents and citizens who want to support the school and our children.

P&C Volunteers run the Uniform Shop and the Music Program and support the school with social events, fundraising and environmental activities.

We have a hybrid meeting at 7:30pm every 3rd Tuesday of the month during term time in the school Library and on GoogleMeet.

Please consider joining. Membership investment = \$1 for a year (October - October).

Membership benefits include voting rights and involvement in your child's school and activities.

### ARE YOU OUR NEXT EXECUTIVE?

The current President, Vice Presidents and Canteen Coordinator will complete their terms at the October AGM. Current vacancies include: Uniform Shop Coordinator, EnviroHub Co-ordinator, IT/Assets Manager, and the Inclusion & Diversity Officer.

These roles involve:

- o Contributing to the Executive team
- o Meetings 2 per month in term time (General - hybrid, Exec - online)
- o A handover and support is provided

### WHAT HAPPENS AT THE AGM?

Yearly reports are presented, membership starts again, all committee positions are declared vacant and members elect the committee for the next year.

Email completed nomination and/or membership forms to [asquithpublicpandc@gmail.com](mailto:asquithpublicpandc@gmail.com) before the meeting. Note that membership forms can also be completed electronically instead. [Click here](#) for 24/25 Membership Form.

### LINKS



# ROLE DESCRIPTIONS: OFFICE BEARERS

## President:

- Chairing of P&C Association meetings
- Ensuring the P&C Association's objectives are met
- Ensuring that the P&C Association takes part in decision-making processes in the school
- Setting up lines of communication with the Principal
- Establishing a positive and constructive relationship with the school
- Creating a welcoming environment and fostering fair participation
- Setting agendas
- Adherence to the constitution, by-laws, rules, policies, and procedures
- Acting as the P&C Association's spokesperson
- Being a signatory on the P&C Association's bank accounts

## Vice Presidents:

- Backup chairperson
- Supporting the president, secretary, and treasurer in their roles
- Shadowing the treasurer and secretary to act as a back-up
- Often assigned oversight of key operations, e.g. canteen, uniform shop, if no one on committee
- WWCC register
- Out-of-area enrolment panel
- Signatory to P&C Association bank accounts

## Secretary:

- Preparation of meeting agendas in conjunction with the president
- Sending notifications of meetings to members
- Taking minutes at P&C Association meetings
- Preparation of draft minutes
- Handling and tabling correspondence
- Dealing with administrative tasks related to meeting decisions
- Maintaining the official records of the P&C Association, including the constitution, rules, policies and procedures, ABN details, register of members and meeting attendance

## Treasurer:

- Accounting for all funds and assets of the P&C Association
- Ensuring compliance with financial accountability requirements, including financial records
- Maintenance of P&C Association bank accounts
- Financial reporting at P&C meetings
- Signatory to all P&C Association bank accounts
- Taking new membership or membership renewal payments
- Organising the annual audit of accounts as required
- Overseeing staff wages and entitlements (should the P&C Association have employees)
- Working with the P&C Association bookkeeper (if one has been engaged)

# ASQUITH PUBLIC SCHOOL P&C COMMITTEES



Committee	What does this committee do?	How many meetings?	For more information
<b>Executive Committee</b>	<p>This committee is responsible for running the various components of the P&amp;C.</p> <p>It consists of <b>Office Bearers</b> - President, Vice-President (x2), Secretary, Treasurer &amp; <b>Executive members</b> (up to 6) including the <b>sub committee coordinators</b>, a Communications Coordinator, Grants Coordinator, IT/Assets Officer and Diversity &amp; Inclusion Officer.</p>	<p>2-3 meetings per term in addition to P&amp;C general meetings</p> <p>1 meeting is held prior to each general P&amp;C meeting.</p>	<p><a href="https://www.pandc.org.au/faqs/">https://www.pandc.org.au/faqs/</a></p> <p><a href="mailto:asquithpublicpandc@gmail.com">asquithpublicpandc@gmail.com</a></p> <p><a href="https://www.facebook.com/AsquithPSPC">https://www.facebook.com/AsquithPSPC</a></p>
<b>Music Committee</b>	The music committee helps with the development of the music groups at the school, organising concerts, camp, maintaining instruments, fundraising and liaising with Key Music & Jim Jam (service providers) and the school.	1 meeting per term	<a href="mailto:asquithpublicpandc.music@gmail.com">asquithpublicpandc.music@gmail.com</a>
<b>Uniform Shop Committee</b>	The Uniform Shop Committee is responsible for the management of APS uniform shop. The uniform shop is run purely by volunteers to ensure prices are kept at a minimum and any profit goes straight to the school.	When required	<a href="mailto:asquithuniformshop@gmail.com">asquithuniformshop@gmail.com</a>
<b>Canteen Committee</b>	The Canteen Committee is responsible for the management of the APS Snack Shack. The Canteen is run by a Canteen Manager, 2 casual staff and volunteers to ensure prices are kept at a minimum and any profit goes straight to the school.	1-2 meetings per term	<a href="mailto:asquithpublicpandc.canteen@gmail.com">asquithpublicpandc.canteen@gmail.com</a>
<b>Environment Committee (EnviroHub)</b>	The Environment Committee (EnviroHub) works with APS community to help improve the school grounds and increase an awareness for caring for the environment.	1-2 meetings per term	<a href="mailto:asquithenvirohub.au@gmail.com">asquithenvirohub.au@gmail.com</a>
<b>Events Committee</b>	The Events Committee is responsible for organising school community social events and raising of additional funds to assist the school.	1-2 meetings per term	<a href="mailto:asquithpublicpandc.fundraising@gmail.com">asquithpublicpandc.fundraising@gmail.com</a>
<b>Building Fund</b>	The Building Fund Executive oversees the responsible use of the building fund. Specific requirements apply, please email for further information.	When required	<a href="mailto:asquithpublicpandc.treasurer@gmail.com">asquithpublicpandc.treasurer@gmail.com</a>

# Asquith Public School Parents & Citizens Association Elected Positions



## Asquith Public School Parents & Citizens Association Office Bearer Positions

You may only hold one office bearer position, however, if you would like to nominate for more than one then please indicate your preference (ie. 1 for President, 2 for Secretary).

<input type="checkbox"/>	President	<input type="checkbox"/>	Vice-President (2 positions available)	<input type="checkbox"/>	Secretary	<input type="checkbox"/>	Treasurer
--------------------------	-----------	--------------------------	---	--------------------------	-----------	--------------------------	-----------

In addition to Office Bearers, the P&C Executive committee comprises of up to six other members. Please tick the box if you would like to nominate as an Executive Member.

<input type="checkbox"/>	Executive Member	<input type="checkbox"/>	Communications	<input type="checkbox"/>	Grants	<input type="checkbox"/>	IT/Asset Officer	<input type="checkbox"/>	Diversity & Inclusion Officer
--------------------------	------------------	--------------------------	----------------	--------------------------	--------	--------------------------	------------------	--------------------------	-------------------------------

## Asquith Public School Parents & Citizens Association Sub-committee Positions

There are many other positions available and you can nominate for as many of these as you are willing and able to by ticking a box below! Each sub-committee co-ordinator will also be an Executive Member on the P&C.

### MUSIC COMMITTEE

<input type="checkbox"/>	Coordinator
<input type="checkbox"/>	Band Parent
<input type="checkbox"/>	Choir Parent
<input type="checkbox"/>	Member(s)

### ENVIRONMENT COMMITTEE

<input type="checkbox"/>	Coordinator
<input type="checkbox"/>	Working Bee Leader
<input type="checkbox"/>	Garden Club Leader
<input type="checkbox"/>	Member(s)

### UNIFORM SHOP COMMITTEE

<input type="checkbox"/>	Coordinator
<input type="checkbox"/>	Stock Controller
<input type="checkbox"/>	Member(s)

### EVENTS COMMITTEE

<input type="checkbox"/>	Co-Ordinator
<input type="checkbox"/>	Member(s)

### CANTEEN COMMITTEE

<input type="checkbox"/>	Co-Ordinator
<input type="checkbox"/>	Member(s)

**Please note you do not have to be on the Music, Environment, Uniform Shop, Events or Canteen Committee to volunteer in these areas or for special events.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If there is more than one nomination for the position, there will be a vote at the AGM according to the P&C procedures. If you do not want to contest a position and are unable to attend on the night, please tick this box:

<input type="checkbox"/>	Please withdraw my nomination if the position is contested (if selecting this option please consider ticking the box for Member positions on the committee you are interested in).
--------------------------	--

**Please email a photo of this form to [asquithpublicpandc@gmail.com](mailto:asquithpublicpandc@gmail.com) or nominate at the AGM.**

**Membership form for 2025/2026: [Click here](#) or email [asquithpublicpandc@gmail.com](mailto:asquithpublicpandc@gmail.com)  
(membership form opens 1<sup>st</sup> Oct 2025)**