

**CAN YOU CONTRIBUTE  
TO BENEFIT OUR KIDS?**

# ASQUITH PUBLIC SCHOOL PARENTS & CITIZENS ASSOCIATION (P&C) ANNUAL GENERAL MEETING (AGM)

**7.30PM TUESDAY 18 OCTOBER 2022 VIA ZOOM**



## **WHO ARE THE P&C?**

The P&C is a body of parents 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 meet at 7:30pm every 3rd Tuesday of the month during term time, currently via Zoom.

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 SECRETARY?**

Amanda completes her term as Secretary at the October AGM.

The role involves-

- meeting agendas & minutes
- managing the P&C emails
- Contributing to the Executive team
- Meetings 2/month in term time (currently online)
- A handover and support is provided

## **LINKS**



## **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 forms to [asquithpublicpandc@gmail.com](mailto:asquithpublicpandc@gmail.com) before the meeting.

Non members wishing to take up a position will need to become members and be voted in at the next meeting.

# 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
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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 Co-ordinator	<input type="checkbox"/>	Grants Co-ordinator	<input type="checkbox"/>	Newsletter Editor
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### 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"/>	Co-ordinator
<input type="checkbox"/>	Band Parent
<input type="checkbox"/>	Choir Parent
<input type="checkbox"/>	Member(s)

#### ENVIRONMENT COMMITTEE

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

#### UNIFORM SHOP

<input type="checkbox"/>	Co-ordinator
<input type="checkbox"/>	Stock Controller
<input type="checkbox"/>	Member(s)

Please note you can volunteer to assist in the shop without being a committee member.

#### SCHOLASTIC BOOK CLUB

<input type="checkbox"/>	Co-ordinator
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#### EVENTS COMMITTEE

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

Please note we welcome all event volunteers P&C members or not!

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

# ASQUITH PUBLIC SCHOOL P&C COMMITTEES

	What does this committee do?	How many meetings?	For more Information
<b>Executive Committee</b>	This committee is responsible for running the various components of the P&C. It consists of <b>Office Bearers</b> —President, Vice-President (X2), Secretary, Treasurer & <b>Executive members</b> (up to 6) including the <b>sub committee coordinators</b> , a communications co-ordinator, Building Bridges Editor and Grants Coordinator.	2-3 meetings per term in addition to the P&C general meetings.  1 meeting is held prior to each general P&C meeting.	<a href="https://www.pandc.org.au/faqs/">https://www.pandc.org.au/faqs/</a>  <a href="mailto:asquithpublicpandc@gmail.com">asquithpublicpandc@gmail.com</a>  <a href="https://www.facebook.com/AsquithPSPC">https://www.facebook.com/AsquithPSPC</a>
<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.	2* meetings 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>Environment Committee</b>	The Environment Committee ( Enviro Hub) works with APS community to help improve the school grounds and increase an awareness for caring for the environment.	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.	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.	When required	<a href="mailto:asquithpublicpandc.treasurer@gmail.com">asquithpublicpandc.treasurer@gmail.com</a>
<b>Scholastic Book Club</b>	The Scholastic Book Club Co-ordinator oversees the orders for 6 Scholastic book club issues.	0 meetings	<a href="mailto:apsbookclub@gmail.com">apsbookclub@gmail.com</a>

\*Variation can be expected depending on upcoming events



# MEMBERSHIP INTEREST FORM

The Asquith Public School P&C Association exists to promote the interests of the school by bringing parents, citizens, students and staff together. It assists in providing equipment for the school and in promoting the welfare of the school community.

Membership of the Asquith Public School P&C Association is open to all parents/guardians of students attending the school and to all citizens. Meetings are held every 3rd Tuesday of each month and your contribution would be greatly appreciated.

Annual membership is \$1 (October to October) and entitles you to be involved in the decision making of Asquith Public School P&C Association. When you become a financial member, you agree to follow the Constitution, By-laws and Code of Conduct as adopted by the Asquith Public School P&C Association. Copies of these materials are available on the school website.

After submitting your payment and membership form you are recognised as a financial member of the Asquith Public School P&C Association after the next meeting closes. Please retain your receipt issued by the treasurer as your proof of your membership.

To become a member please

1. Email us a scan/ photo of the signed form below.
2. Transfer \$1 to the P&C account - BSB: 032 285 Account number: 470458 Reference: (Your name)

#### **Asquith Public School P&C Association**

<https://asquith-p.schools.nsw.gov.au/p---c.html>

[asquithpublicpandc@gmail.com](mailto:asquithpublicpandc@gmail.com)



## MEMBERSHIP INTEREST FORM

NAME: \_\_\_\_\_ (PLEASE PRINT CLEARLY)

SCHOOL MEMBER TYPE: PARENT / CITIZEN

CONTACT PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

I have transferred \$1 to become a financial member of the Asquith Public School P&C Association. I acknowledge that I am aware that I agree to follow the Constitution, by-laws, Code of Conduct as adopted by the Asquith Public School P&C Association.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_