



'Striving for Excellence'

Mackay Northern Beaches SHS P&C

NOMINATION FOR P&C EXECUTIVE POSITION 2024

The President:-

- Provides leadership and is the accountable officer of the Association.
- Act as a representative of the Association to encourage communication between the Association, School administration and the community and encourage participation in the Association.
- Is the Chair of meetings who conducts themselves in an efficient and timely fashion, being familiar with the rules, constitution and other documents governing Association operations.
- Liaises with the Principal (or their rep) to maximise collaboration between the P&C and the school, for the benefit of the students

The Vice-President:-

- Provides essential support for the President and possibly other members of the Executive Committee
- Will Chair those meetings from which the President is absent and carry out any duties that have been delegated by the President.
- Should also be familiar with the rules, constitution and other documents governing Association operations.

The Secretary:-

- Collates the agenda items for each meeting and assists the President in preparing an agenda for each meeting.
- Distributes the correspondence around the upcoming meeting, to the school community
- Prepare and present minutes of the Association's meetings
- Record and deal with correspondence in/out as directed
- Generally organise, record and maintain information pertaining to the activities of the Association.

The Treasurer:-

- Has the overall responsibility for the financial management of the Association
- Must comply with the Accounting Manual for P&C Associations in all respects.
- Prepare an annual budget and Annual Operational Plan for the Association in consultation with the Association's Executive Committee.
- Keeps accurate accounts of receipts and expenditure.

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NOMINATIONS FOR COMMITTEE POSITIONS - 2024

POSITION	NOMINATION
President	
Vice-President	
Treasurer	
Secretary	

Please email nominations to the Principal (sburr19@eq.edu.au) or hand to Principal/Principal's rep at the AGM