



AVIATION HIGH SCHOOL P&C

Widdop Street CLAYFIELD QLD 4011

You're Invited!

PARENTS, CAREGIVERS AND THE COMMUNITY ARE INVITED TO ATTEND THE
P&C ANNUAL GENERAL MEETING ON
MONDAY 9th March at 6.15PM (in the School Library)

ABOUT THE P&C

The P&C are a group of volunteer parents, caregivers and community members who meet once - a - month (generally on the **2nd Monday of each month** at 6.15pm in the school canteen or school library) to discuss, decide and act on a range of school issues.

The P&C is an incorporated body in accordance with state legislation and each year a new executive is elected. The P&C work hard to supplement the limited funding given to the school each year and plays a vital role in increasing the resources available to Aviation High students and staff.

All parents & caregivers are invited to attend a P&C meeting and can become members if they choose to. Parents and caregivers can also support the P&C by participating in a range of activities throughout the year, including tuckshop, fundraising activities etc.

AT THE AGM

Each year, the P&C's committee is elected at the Annual General Meeting (AGM). All members step-down and we elect new members on the evening. At the AGM, the members also set the new Family Contribution amount for the following year.

OFFICE BEARERS

The following positions will be open for election:

1. **President** - presides at every meeting that s/he is present; is a signatory on all P&C accounts; works with the Principal on implementing decisions/recommendations made by the committee.
2. **Vice-President** - works with the President and other executive members, supporting and assisting them; fills in for the President when s/he is absent.
3. **Treasurer** - complies with Accounting Manual for P&C Association; prepares annual budgets for the P&C; is involved in preparation of the school budget; prepares and presents monthly reports of the P&C financials for each meeting; banks all monies; prepares reports for audit.
4. **Secretary** - collects all correspondence inwards, distributing it to relevant members; & prepares a monthly correspondence report. Records and distributes minutes for each meeting; retains P&C documents for annual audit.

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AGM Agenda - Monday, 9th March 2015

1. Open & Welcome (President)
2. Apologies
 - 2.1 Amendments to Minutes of the Previous AGM (Minutes Secretary)
3. Confirmation of the Minutes of the Previous AGM
 - 3.1 Business Arising from the Minutes
4. Financial Reports (Treasurer)
 - 4.1 Receipts and Adoption of Auditor's Report
 - 4.2 Treasurer's Report
5. Receipt and Adoption of the President's Annual Report (President)
6. ALL MEMBERSHIPS LAPSE
7. Applications for Membership
8. Election of Office Bearers
 - 8.1 President
 - 8.2 Vice-President
 - 8.3 Treasurer
 - 8.4 Correspondence Secretary
 - 8.5 Minutes Secretary
9. Confirmation of the budgets of the P&C
10. Other Business
 - 10.1 Family Contribution
 - 10.2 Ratification of amended Constitution
11. Close