2014 in review

As the end of the 2014 school year draws to a close the Parents and Friends start to wrap up a successful ‘Friend-raising’ year. As a parent community we have been involved in over 20 whole school events, from sausage sizzles and working bees to discos, camp outs and the Barnyard Boogie. On top of this, our hard working class and year level conveners have organised many additional social events all with the common goal of building a network of friendship and support in our community.

Looking ahead to 2015, we celebrate our school 60th Anniversary and have two significant events planned to commemorate this significant milestone. Our ‘50’s theme’ Sunday Funday will be bigger and better than ever on May 31st 2015. Planning is well and truly underway and we do require the support of our entire community to make this event happen. We are also planning a ‘Gala’ Anniversary Dinner/Cocktail function on November 7th, 2015. More details on that event will be distributed in due course so be sure to mark the date in your calendar.

As a member of the P&F executive, I am continually amazed by the generosity and support of many in our community who continually volunteer their time and effort to make our school community the best it can be for our kids. As always, we support and encourage the involvement of all and bring to your attention our upcoming Annual General Meeting on November 18th at 7pm in the Resource Centre.

All executive roles are vacated at the P&F AGM and we actively seek nominations for all positions, in particular the role of 2015 P&F Treasurer. All that is required is some energy and enthusiasm and a passion to help your school – some financial background would be useful in this role but support and guidance will be provided by the P&F executive, school leadership team and the documented procedures. I encourage you to have a look at the information provided on all roles in the P&F and to get involved in whatever capacity is achievable. Many hands make light work!

If you want some more information, feel free to contact any member of the executive or email stmartinscarinapandf@gmail.com.

Nicky Savage

A community working together...Doing it for our kids!
**President:**
- Convene general & executive meetings.
- Present report of P&F activity at meetings.
- Ensure meetings run according to constitution.
- Liaise with Principal on events and activities.
- Ensure financial accountability.
- Maintain relationships with Principal, staff & other community members.
- Speak at Prep Information sessions & other events as required.
- Flexischools management authority.
- Liaison / contact for committee members and event coordinators.
- Is a signatory to accounts and can approve expenses.

**Vice President:**
- Convene General & Executive meetings in President’s absence.
- Provides support and assistance to all President’s responsibilities.

**Secretary:**
- Responsible for all P&F correspondence.
- Ensure actions are taken from each meeting and executed.
- Prepare agendas and minutes of meetings and distribute in a timely manner.
- Liaison / contact for committee members and event coordinators.
- Flexischools management authority.
- Keep all records and files.
- Is a signatory to accounts and can approve expenses.

**General Committee Member:**
- Provide support and assistance to all P&F roles when required.

**Treasurer:**
- Keep accurate records of all financial transactions & ensure appropriate reconciliations are performed.
- Pay all accounts as authorised in a timely manner.
- Present a monthly financial report at P&F meetings.
- Arrange for an annual audit of the accounts.
- Is the holder of any cheque books.
- Flexischools management authority.
- Is primary signatory to accounts.
- Prepare floats and banks takings from events as required.

**PPP Coordinator:**
- Administration and setup of School Interviews PPP Database.
- Liaises with P&F executive on PPP role requirements.
- Provides PPP ‘helper’ lists to event coordinators.
- Manages PPP enquires from school community.

**Class Convenor Coordinator:**
- Liaison for all class and year level coordinators on school P&F initiatives.
- Coordinators convener meeting each school term.

**Events Coordinator:**
- Liaison for PPP event coordinators ensuring timely preparation and communication of upcoming events to school community.
- Provides support for event coordinators when preparing for events.

**Communications Officer:**
- Prepare weekly P&F newsletter insert for school newsletter.
- Update P&F Facebook page with news and events.
- Prepare event flyers.
ST MARTIN’S CARINA PARENTS & FRIENDS

ANNUAL GENERAL MEETING

TUESDAY 18TH NOVEMBER

RESOURCE CENTRE at 7:00PM

Please complete the nomination form below and submit to the P&F correspondence box in the school office prior to 3pm on Tuesday 18 November. For more information on any role, please contact any member of the present P&F executive.

Nominee: ___________________________________________________

Position (Please tick one)

- President
- Vice-President
- Treasurer
- Secretary
- Events Coordinator
- General Position (x2)

Nominated by:

Name:  _____________________________________________________

SIGNATURE: _______________________________________________

Seconded by:

Name:  _____________________________________________________

SIGNATURE: _______________________________________________