

Call for Nominations
for
Barrenjoey High School
Parents and Citizens Association (P&C)
2019 Executive Positions

The Annual General Meeting (AGM)

will be held on
December 5th 2018, 6pm

Nominations are called for the positions of:

Position	Role
President	Ensures the successful functioning of the Association, attainment of its objectives and fair participation of all members. The President chairs all meetings of the Association and the Executive Committee and represents the Association at official functions.
Vice Presidents	Takes on any duties of the president when required.
Treasurer	Responsible for the sound financial management of the Association. Deposits monies, draws cheques and presents accounts to each meeting. Presents all records for auditing each year. Manages the annual budget.
Secretary	The principal administrative officer of the Association. Responsible for carrying out the decisions of the meeting. Prepares meeting minutes and agendas, receives and tables incoming correspondence and writes outgoing correspondence as required.
Fundraising and Events	Represents Barrenjoey P&C to raise funds and run events.

Nominations should be received **at the school office by Friday 30th November 2018.**

Thank You,

Kalinda Hawson (President)

BHS P&C Executive 2019 Nominations

Name of person being nominated: _____

Position:* _____

Nominated by: _____ Signature: _____

Seconded by: _____ Signature: _____

* NB: A separate nomination form per position is required.