I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ wish to nominate for the P&C committee position of:

| Office bearer | President  Vice president  Treasurer  Secretary |
| --- | --- |
| Committee member | Ordinary member |
| *I am a community member of the school board* |  |
| Additional committee role | Council Delegate  Public Officer  Fundraising Coordinator  Communications coordinator  Social media manager |

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To support my nomination for the above position I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ declare that:

* I am not insolvent or bankrupt.
* I have not been convicted of an indictable offence in the promotion, formation or management of a body corporate.
* I have not been convicted of an offence involving fraud or dishonesty (punishable by imprisonment of 3 months or more) within the last 5 years.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Disclosure of member interest(s) Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Detail the matter(s) the P&C may consider that I’m conflicted with or have an interest in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Detail the interest(s) that may influence your ability to carry out, or be seen to carry out, your official duties impartially:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree:

* that my interest will be recorded in the minutes of a committee meeting and a general meeting; and
* to leave the room or videoconference when the matters identified are being considered by the P&C; and
* not to influence or vote on the matters identified above; and
* that my absence from consideration and voting will be recorded in the meeting minutes; and
* to inform the P&C of any changes to my disclosure of member interests.

Signature of declarant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ROLE DESCRIPTIONS**

| President | Provides leadership and governance in the delivery of P&C functions.   * Chairs committee meetings * Maintains regular dialogue with the FPS principal and Board Chair |
| --- | --- |
| Vice president (there can be 2) | Supports the functioning of the committee and acts as the President when required. |
| Treasurer | The Treasurer   * collects and receives all amounts owing to the Association and make all payments authorised by the Association; and * keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association. |
| Secretary | The Secretary   * develops agendas * keeps minutes of all meetings * maintains correspondence records * maintains the P&C calendar |
| Committee member | Supports the functioning of the committee |
| Council delegate | Attends ACT council of parents meetings on behalf of Farrer P&C |
| Public officer | Is the point of contact for government notices and matters. |
| Fundraising Coordinator | Coordinate fundraising events, including ensuring committee processes are followed and supporting activity leads. |
| Communications coordinator | * Provides input to the FPS newsletter * Coordinates P&C email news updates * Coordinates activity communications to ensure consistency * Develops communications templates and branding as required |
| Social media manager | Ensures the P&C social media presence is managed in accordance with the by law. |