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

| Office bearer  | PresidentVice presidentTreasurerSecretary |
| --- | --- |
| Committee member | Ordinary member |
| *I am a community member of the school board* |   |
| Additional committee role  | Council Delegate Public Officer Fundraising Coordinator Communications coordinatorSocial 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.  |