

# ST MARY'S PARENTS AND FRIENDS



## NOMINATION FORM 2025

Wednesday 30<sup>th</sup> October 2024

Dear Parents/Caregivers

We are seeking interested persons to nominate for two positions (treasurer and a vice-president) on St Mary's Parents and Friends (P&F) Executive for 2025.

There are four roles on the P&F, including: Chair, Vice Chair, Treasurer and Secretary. Their roles are outlined below.

The Chair Should:

- Provide leadership (Delegate).
- Ensure that the needs and wishes of the parent body are given a voice.
- Act as a Representative of the P&F.
- Ensure Communication between P&F, School & Community.
- Encourage participation.

The role of the Vice Chair is to provide essential support for the President and other members of the team.

- Assisting the Secretary or the Treasurer in some of their tasks.
- The Vice President will chair those meetings from which the President is absent and carry out any duties that have been delegated by the President.
- The Vice President can look on the role as a means of gaining an understanding of various Executive Roles.

The Secretary's main responsibilities are to:

- Prepare the Agenda in consultation with the Executive.
- Record the minutes of all meetings.
- Handle all Correspondence as directed by the meeting.
- Send out notices of meetings and to publish information in the school newsletter as appropriate or required by the Executive.
- Keep safe custody of all the books, documents, and writings etc. Record historical evidence of the P&F.

It is the Treasurer's responsibility to:

- Work with the school finance officer to keep accurate accounts of receipts and expenditure.
- Supply a statement of finance to every meeting.
- Work with the school finance officer to prepare an annual statement.

P&F meetings are held twice a term. Special meetings may be requested at times and involvement in the School Annual Community Meeting is essential.

If you are interested in becoming a member of the St Mary's P&F Executive, please complete the form attached and return it to the office by Friday, 13<sup>th</sup> November.

St Mary's Annual Community Meeting will be held on Wednesday 20<sup>th</sup> of November 2024 at 6pm in the Multi-purpose Room. Successful nominations will be announced at this meeting.

Kind regards

Mr Andrew Gammon  
Principal

**ST MARY'S PARENTS AND FRIENDS**



**NOMINATION FORM 2025**

I \_\_\_\_\_ would like to nominate for the position of \_\_\_\_\_ on St Mary's P&F Executive for 2025.

I believe I meet the criteria for the position and can add value in the following ways:

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Applications must be supported by another member of the St Mary's community. This application is supported by:

Name:

Signature:

Thank you for considering my application.

Signed:

Date: