

**HORNSBY NORTH P&C ASSOCIATION**  
**P&C Meeting and AGM**  
**Monday 11<sup>th</sup> February 2008 in the staffroom commencing at 7:30pm**

We would like to welcome everyone to the first meeting this year. We will be voting on who will fill the following roles and if you could spare any time and would like to be involved in a small or a big way see if any of these suit you. If you can't attend this meeting, but would like to help, please contact the school and leave a message at the office.

**P&C ROLES**

- President:** Chairs meetings and represents the P&C at District meetings, attends Anzac Day and Presentation Day ceremonies and speaks at Kindergarten orientation.
- Vice President (2):** Assist the President and are active on other committees. Take turns organising supper for the meetings.
- Secretary:** Takes minutes of meetings and handles correspondence.
- Treasurer:** Controls and monitors finances including the collection and counting of money for fundraising events and P&C contribution. Is also responsible for finances of the Canteen.
- Fundraising Committee:** Responsible for organising all fund raising events eg. Fete, Trivia night, Mother's & Father's day stalls etc
- Canteen Committee:** Administers canteen operations and procedures
- Band Committee:** Works with band conductors and tutors and assists in preparing the band's activities i.e., band workshop, band camp, eisteddfod attendance etc
- Uniform Committee:** Runs the school shop and advises the P&C on uniform issues.
- Grounds Committee:** Advises on grounds improvements, organising working bees and assists in implementing any plans.
- School Banking Committee:** Every Wednesday morning in the staff room, performs the functions associated with processing the students school banking through the Commonwealth Bank.
- Book Club Committee:** Organises orders and deliveries for Scholastic Book Clubs twice a term. Assists in organising an annual Book Fair.
- Community Rep on Staff Selection Panel:** A trained person to assist on a committee necessary for the selection of senior staff
- School Budget Committee Reps:** Usually the President and Treasurer who liaise with the Principal regarding the setting of the annual budget.
- Auditor:** A parent, who is an accountant who is able to donate time to perform an annual audit of the P&C and Canteen books.

All of these positions help to provide tangible benefits to the children at our school. Please become involved and help determine the direction in which our school is going.