We Need You!

Does it “just happen”? 

Do your children love:

- School Disco
- Pancake Day
- Mother’s Day Stall
- Father’s Day Stall

These fantastic activities that the children at Kalinda love so much need to be organised by someone; they don’t “just happen”, so come and join Parents & Friends and get involved with the school community, for as little or as much time as you can spare.

Help us continue to provide these great activities that the kids enjoy so much, because without the support of the Kalinda families, these events can’t continue.

Our AGM is coming up on Monday 10th December straight after assembly, in the stadium foyer to elect the 2013 P&F committee. An election form is attached if you wish to nominate yourself or a friend. Please come and show your support.
An invitation is extended from Parents & Friends to all of the Kalinda community to attend our Annual General Meeting on Monday 10th December 2012 at 9:30 in the stadium foyer.

We will be electing our new P&F committee for 2013, so if you think you might like to be part of the Parents & Friend Committee, or would like to nominate someone, please come along.

PROTOCOL FOR A COMMITTEE POSITION NOMINATION:

All P&F Committee positions are declared vacant at the AGM.

Written nominations for all P&F committee positions will commence on Tuesday 4th December 2012. More nomination forms are available from the Office if required.

Verbal nominations will also be taken “from the floor” at the AGM regardless of any nominations submitted prior to the meeting.

Nomination forms may be deposited in the ballot box at the front of the Office before the AGM, or submitted at the AGM on the day (Monday 10th December 2012).

COMMITTEE POSITIONS

PRESIDENT:
- Acts as the chairperson of the meetings.
- Be the spokesperson for P&F i.e. at assembly, transition sessions.
- Be the representative for P&F at official functions i.e. Graduation, Open nights.
- Attend monthly Executive committee meeting.

VICE PRESIDENT:
- Assists the president as required and stand in for the president when required.
- Advertising P&F monthly meetings in the newsletter.
- Organise the catering for the monthly P&F meetings and prep transition sessions.
- Incorporates what was Parent Rep Coordinator role – assisting teachers with parent reps at the start of the Year.
- Attend monthly Executive committee meeting.

SECRETARY:
- The preparation and circulating of the agenda prior to a meeting.
- The taking and circulation of the minutes from the monthly meetings.
- Dealing with correspondence.
- Items in the newsletter as required.
- Attend monthly Executive committee meeting.

TREASURER:
- To liaise with the Kalinda Office Business Manager regarding our accounts on CASES.
- To keep detailed accounts.
- To prepare and supply a financial report to the monthly meetings.
- In conjunction with the Convener of any P&F function will count and record all monies received and bank monies with the Kalinda Office Business Manager.
- To prepare an annual financial statement for the AGM.
- Attend monthly Executive committee meeting.

PARENTS VICTORIA REPRESENTATIVE
- Reads Parents Victoria literature and give a report to monthly general meetings.
- Attend annual Parents Victoria conference (optional)
- Attend monthly Executive committee meeting
KALINDA PARENTS & FRIENDS ASSOCIATION

COMMITTEE MEMBER 2013
NOMINATION FORM

I WISH TO NOMINATE .................................................................

AS OFFICE BEARER FOR THE POSITION OF
FOR 2013 (please circle)  
(President)
(Vice President)
(Secretary)
(Treasurer)
(Parents Victoria Rep)

MOVED .................................................................

SECONDED .................................................................

I ACCEPT THIS NOMINATION.

(SIGNED) ................................................................. DATE / /

Nomination forms may be deposited in the ballot box at the front of the Office before the AGM, or submitted at the AGM (Monday 10th December) on the day.