



**Mount Lawley Primary School Parents and Citizens' Association Incorporated**

**EXECUTIVE COMMITTEE NOMINATION FORM  
for the year of 2020**

Please return by 5pm **Tuesday 25 February 2020** via email to **mlpspc@outlook.com**

Forms will be circulated to members in advance of the AGM.

Important additional information is included on the next page.

**NOMINATION**

I, ..... (insert name), wish to nominate for the

position of ..... (insert position, see below<sup>1</sup>)  
of the Mount Lawley Primary School Parents and Citizens' Association Incorporated, for the year of 2020.

I confirm that I am not bankrupt nor that my affairs are under insolvency laws, and I have not been convicted in the last five years of an indictable offence in relation to the formation or management of a body corporate, an offence involving fraud or dishonesty punishable by at least three months imprisonment, or an offence under section 127 of the Associations Incorporation Act 2015, where a person has allowed an association to operate while insolvent.

I understand that I must be a financial member<sup>2</sup> of the Mount Lawley Primary School Parents and Citizens' Association Incorporated before I can be elected to any position.

Signed .....

Date .....

Notes

- 1 Positions open for nomination are: President, Vice-President, Honorary Secretary, Honorary Treasurer, Executive Committee Member.
- 2 To become a financial member, complete the separate "P&C Membership Form" and bring the form, together with your annual membership fee of \$1, to the next P&C Meeting.

### **IMPORTANT ADDITIONAL INFORMATION**

- The P&C Executive Committee (“the Exec”) is formed at the P&C’s AGM, which is held at the start of each school year. Any P&C member can nominate for the Exec.
- Joining the Exec is a fantastic way to contribute to the school community. Many find the work is personally rewarding as well.
- The P&C’s Constitution sets out the formal expectations for the Exec, including specific responsibilities of each named role (President, Vice-President, Secretary, Treasurer). The Constitution is available on the P&C’s webpage at **[mountlawleyps.wa.edu.au/pc](http://mountlawleyps.wa.edu.au/pc)**
- An informal Exec role description is provided below:

#### **If I join the “P&C Exec” what do I need to do?**

- **Support the P&C and its objectives.**  
The P&C contributes to the physical and social fabric of the school. This works best when the whole school community is informed about the P&C’s work; and when the P&C’s work is informed by what the school and the wider community expect. So, the most important role of a P&C Exec is to communicate with people around the school ( talking and listening :-)
- **Attend P&C Meetings.**  
P&C meetings are where we hatch plans and make decisions. We expect our Exec to come to as many meetings as possible. We of course understand that people cannot make it every single time (it is one reason we have a big Exec). There are eight formal P&C meetings each year, always held on a Thursday evening, starting 7:30pm. The meetings are in Weeks 4 and 8 of each school term (full dates below). Each meeting lasts about 90 minutes.
- **Support P&C events.**  
We have many wonderful volunteers at the school. Only a few of them are formal members of the Exec. We do like our elected Exec to volunteer at an event or two. Or to help with P&C special projects.

- To nominate for the Exec, please follow the instructions on page 1 of this document.
- P&C Meetings dates for 2020 (always a Thursday at 7:30pm in the Staffroom):
  - Term 1: **27 February** and **26 March**
  - Term 2: **21 May** and **18 June**
  - Term 3: **13 August** and **10 September**
  - Term 4: **5 November** and **3 December**