



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

**NOTICE OF ANNUAL GENERAL MEETING**

**Date of meeting:** Thursday 27 February 2020  
**Time of meeting:** 7:30pm to 8:00pm  
**Location:** Staffroom at School  
**Who can attend:** Anyone interested in the P&C  
**RSVP:** Not required

**PROPOSED AGENDA**

Prior to the commencement of the AGM, all new and current members are invited to complete the P&C membership process. This means submitting a Membership Form and paying the annual membership fee of \$1. Forms are available from [mountlawleyyps.wa.edu.au/pc](http://mountlawleyyps.wa.edu.au/pc) and will also be available on the night. Please note that a 'normal' P&C meeting starts immediately at the conclusion of the AGM.

<b>1</b>	<b>Welcome</b>
<b>2</b>	<b>Conflicts of interest</b>
<b>3</b>	<b>Reports</b>
3.1	President's Report
3.2	Annual Financial Statements
<b>4</b>	<b>Elections <sup>A</sup></b>
4.1	Election of Office Bearers (President, Vice-President, Honorary Secretary, Honorary Treasurer)
4.2	Election of Executive Committee Members (not less than three other members)
<b>5</b>	<b>Appointments</b>
5.1	Other P&C roles <sup>B</sup>
5.2	Honorary Reviewer
5.3	Bank signatories
<b>6</b>	<b>General Meeting dates for 2020</b>
<b>7</b>	<b>Items carried forward <sup>C</sup></b>
<b>8</b>	<b>Close</b>

Notes:

- A Per the P&C's Constitution, we will elect four office bearers and not less than three additional members. We welcome nominations for all of these roles. Nominations must be made in advance using the Executive Committee Nomination form, available at [mountlawleyyps.wa.edu.au/pc](http://mountlawleyyps.wa.edu.au/pc)
- B We will appoint (or confirm) other P&C roles including: Social & Fundraising Leader, Uniform Shop Coordinator, Class Rep Coordinator, Traffic Coordinator.
- C For convenience, agenda items not required in the formal AGM are instead carried forward to the 'normal' P&C Meeting that immediately follows. This includes: Previous Minutes, Actions Arising, Principal's Report, etc.

**Everyone is welcome at the AGM. We particularly welcome new families and new faces.**

If you have any questions, please contact the P&C on [mlpspc@outlook.com](mailto:mlpspc@outlook.com)