

FPS P&C Committee 2022 - Nomination and Declaration Form

Completed form to be retained in a confidential manner and kept with P&C records. Persons unable to make the declaration may apply to the ACT Supreme Court.

I wish to nominate for the P&C committee position of:

Office bearer	<input type="checkbox"/> President <input type="checkbox"/> Vice president <input type="checkbox"/> Treasurer <input type="checkbox"/> Secretary
Committee member	<input type="checkbox"/> YES Ordinary member
I am a community member of the school board	<input type="checkbox"/>
Additional committee role	<input type="checkbox"/> Council Delegate <input type="checkbox"/> Public Officer <input type="checkbox"/> Fundraising Coordinator <input type="checkbox"/> Communications coordinator <input type="checkbox"/> Social media manager

Email: Phone:

To support my nomination for the above position I,, declare that:

- I am not insolvent or bankrupt.
- I have not been convicted of an indictable offence in the promotion, formation or management of a body corporate.
- I have not been convicted of an offence involving fraud or dishonesty (punishable by imprisonment of 3 months or more) within the last 5 years.

Signed: Date:

Disclosure of member interest(s)

Name

Detail the matter(s) the P&C may consider that I'm conflicted with or have an interest in

Detail the interest(s) that may influence your ability to carry out, or be seen to carry out, your official duties impartially:

I agree:

- that my interest will be recorded in the minutes of a committee meeting and a general meeting; and
- to leave the room or videoconference when the matters identified are being considered by the P&C; and
- not to influence or vote on the matters identified above; and
- that my absence from consideration and voting will be recorded in the meeting minutes; and
- to inform the P&C of any changes to my disclosure of member interests.

Signature of

declarant: Date:

ROLE DESCRIPTIONS

President	Provides leadership and governance in the delivery of P&C functions. <ul style="list-style-type: none">- Chairs committee meetings- Maintains regular dialogue with the FPS principal and Board Chair
Vice president (there can be 2)	Supports the functioning of the committee and acts as the President when required.
Treasurer	The Treasurer <ul style="list-style-type: none">- collects and receives all amounts owing to the Association and make all payments authorised by the Association; and- keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.
Secretary	The Secretary <ul style="list-style-type: none">- develops agendas- keeps minutes of all meetings- maintains correspondence records- maintains the P&C calendar
Committee member	Supports the functioning of the committee
Council delegate	Attends ACT council of parents meetings on behalf of Farrer P&C
Public officer	Is the point of contact for government notices and matters.
Fundraising Coordinator	Coordinate fundraising events, including ensuring committee processes are followed and supporting activity leads.
Communications coordinator	<ul style="list-style-type: none">- Provides input to the FPS newsletter- Coordinates P&C email news updates- Coordinates activity communications to ensure consistency- Develops communications templates and branding as required
Social media manager	Ensures the P&C social media presence is managed in accordance with the by law.