

## Annual General Meeting

All P&Cs are required to hold their Annual General Meeting by the end of March .

**PLEASE NOTE:** The Audited Financial Statements of the P&C must be tabled at the AGM.  
The meeting CANNOT proceed without the audited reports.

### Notice of AGM

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The P&C Secretary must provide at least 14 days notice of when and where the AGM is to be held. The secretary is required to give notice of the date of the AGM in writing personally, or by notice in the school newsletter or local paper.

### Agenda for of AGM

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The agenda for the AGM is in the Constitution – Section 17.3.9.

### Purpose of the AGM

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The AGM is held so that the P&C Association:

- ✓ Executive Committee can be elected:
  - The members of the Association must elect the following officers from its members:
    - a President
    - at least one Vice-President
    - a Secretary
    - a Treasurer
    - such additional Officers as may be determined by the Association.
- ✓ Sub-committees can be confirmed or established. For example:
  - Tuckshop
  - Uniform Shop
  - Bookshop
  - Outside School Hours Care
  - Swimming Club
  - Fundraising
- ✓ Activities of the previous year can be reported to the members of the Association and interested members of the Community.

Annual audited financial statements **must** be available at the AGM or the AGM will need to be postponed until they are available. Elections cannot take place if there are no annual audited financial statements available.

## Calling for Nominations

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When advertising the AGM in the newsletter, use this as a timely opportunity to call for nominations for Executive positions. In addition talk to your Principal who may know interested parents who might be happy to be involved.

Volunteering Qld advise that one of the single most effective strategies for recruiting volunteers is simply to ask them.

*Can people not attending the AGM nominate for positions?*

Yes – people can nominate for positions without being at the AGM.

- Nominees need to put their nomination in writing stating the position/s they are interested in and sign the nomination. Their nomination must be moved and seconded at the AGM.
- Complete and submit a membership form to the meeting (without this they will not be a member and not eligible to stand for election)

*How is the election conducted?*

- If there is only one nomination for the position they are duly appointed if the majority of members present at the AGM support the appointment.
- If more than one nomination then a secret ballot is held.
- The meeting should appoint persons not standing for positions to act as the returning officer.

The AGM is the only meeting at which individuals can become members without attending a previous meeting or by submitting a membership form without attending the meeting. The call for membership is prior to the election process.

## **NO ANNUAL AUDITED STATEMENTS – NO ELECTION OF OFFICERS**