



Our Lady of the Rosary Primary School, Waitara

PARENTS & FRIENDS ASSOCIATION

Dear Parents,

We would like to take this opportunity to invite you to the P&F AGM.

Notice of Annual General Meeting and Nomination for Positions.

Our Annual General Meeting (AGM) is being held next week. Details are:

- **When:** Tuesday 12 March 2024
- **Time:** 7.00pm
- **Where:** Staffroom

The P&F is your representative body at the school, for you to have your say, ask questions about school and get involved. The P&F meet twice each term in the school year. At one of these meetings, we hear from Mrs Crowe about what is happening at the school level, we plan and review social events and discuss long-term projects. The other meeting of the term is a Parent Information meeting about a particular topic of interest.

At the AGM, all positions come up for re-election and it would be great to see as many people as possible nominate for positions. While we are all busy with other commitments, this gives us an opportunity to put something back into the school – to make a difference and have a lot of fun along the way. Feel safe about coming along – no one puts anyone under pressure to do a role

If you feel you would like to be involved, please consider a position. It does not have to take over your life, the more people who get involved, the lighter the load. There are many willing helpers in the school who support the P&F activities and some positions such as school Class Parent Coordinator and Social Event Coordinator can be shared by two or more people.

If you wish to nominate for a position, then please complete the accompanying nomination form and return it to the school office.

If you have any questions, please don't hesitate to contact me or any other member of the current P&F Executive. Nominations will be taken up until the AGM.

Marie Stephens
P&F President



Nomination for positions

Nominations are welcome for the OLOR Waitara P&F for 2024

Formal nominations are required for the following positions:

- President
- Vice President
- Treasurer
- Secretary
- Class Parent Coordinator
- Cuppa Crew Coordinator
- Social Coordinator
- Sustainability Coordinator
- Catholic Schools Parent Representative

I,.....hereby nominate

for the position of.....
on the OLOR P&F Committee for 2024.

I understand that should there be more than one person nominate for the position then the election will be by ballot.

Nomination..... Signature:
(name)

Proposed..... Signature:
(name)

Seconded..... Signature:
(name)

Please address your application in a sealed envelope to Robyn Ward c/- School Office
by Friday 8 March

OLOR P&F Positions

President

The president provides leadership and direction for the P&F by working co-operatively and collaboratively with the Principal. Promotes the aim of the P&F in dealings with its members and supports the executive committee members.

Vice President

The Vice-President assists the President in their role and in their absence presides over meetings and relevant duties. Oversees Support Pantry and welcoming of new families to the school throughout the year. Liaise and contact between the Parish and school.

Treasurer

The treasurer is responsible for ensuring that all the financial dealings of the P&F are carried out in accordance with the Broken Bay Constitution. He/she receives all monies and keeps appropriate financial record which are presented at each general meeting.

Secretary

The secretary manages the day-to-day communications and records of the P&F as well as organising meetings, records accurate draft minutes and then formalised at the subsequent meeting.

Class Parent Coordinator

The Class Parent Coordinator works closely with the Class Parents and the Principal assisting in the needs of our parents and children at a class level. This may include helping in the organising of parents for various social events.

Cuppa Crew Coordinator

Co-ordinates people to supply food and/or serve at various school events such as Open Day, Grandparents' Day and other required functions.

Social Coordinator

The Social Coordinator assists the overall committee in the organisation and execution of social events determined by the P&F. The Social Coordinator also works closely with the Principal in preparation for such events.

Sustainability Coordinator

The Sustainability Coordinator works with a team building awareness and finding ways to encourage sustainable practices throughout the school environment.

CSP representative

The Catholic Schools Parent representative keeps parents informed about diocesan Parent Council issues and provides written and oral reports to the parents at parent meetings and arranges for the distribution of newsletters and other communications to parents.