Krambach Public School
Parents and Citizens Association

3838 Bucketts Way, Krambach NSW 2429
Phone: 65591221 ~ Fax: 65591206 ~ Email: krambach-p.school@det.nsw.edu.au

Krambach Public School P&C Association invites you to a free BBQ Luncheon and welcomes you to the AGM at Krambach Public School.

Saturday, 3rd March 2012
BBQ Luncheon from 12:00pm       P&C AGM 1:00pm

Children are welcome.

RSVP: 29 February 2012 - 0403642789 or christine.g.moulds@det.nsw.edu.au or send RSVP to school

Please join us at school to meet other parents in an informal and friendly atmosphere. After lunch you will have the opportunity to support the P&C by voting your committee members and to discuss ideas (no ideas too big or too small) on promoting our school, always improving and supporting the school environment for our children’s future. Your attendance will be gratefully welcomed. For catering reasons please RSVP your attendance by 29 February 2012.

The P&C are responsible for many key areas which include co-ordinating fundraising, planning special events, endorsing school policy and change, along with managing the school canteen. All positions are declared vacant at the AGM. If you would like to apply for a position, please forward your nominations to the school for one of the following positions:

*P&C President* - The President presides at all meetings and is expected to exercise control over the meeting and guide discussions to fruitful conclusions. The President represents the association at official functions and acts as a spokesperson when public statements or actions are appropriate.

*Vice P&C Present* - Provide support to the President and Committee in general being able to stand in for any events when the President is unable to attend.

*Treasurer* - Receive and deposit monies, maintain records, draw cheques and present accounts to each general meeting.

*Secretary* - Is responsible for the administrative tasks of the association such as agendas, minutes, advertising of meetings, as well as incoming and outgoing correspondence. They are required as a part of their duties to attend each P&C meeting and update the register of members following each general meeting.

**Publicity Officer** – Is responsible for publicizing and promoting the school through a variety of media sources, as well as publicizing upcoming events.

**Canteen Supervisor** - Is responsible for the day to day running of the canteen, including stock purchases; checking deliveries and for ensuring that all invoices and statements are delivered to the treasurer for payment; acquiring volunteers for duty and drawing up a roster and ensuring that someone is available for emergency duty in case of emergencies; reimbursement of expenses requiring accurate records to be kept; ensuring that all food is fresh, nutritious and correctly stored; and volunteers are trained in the daily routine. The P&C committee determines the menu and other special days.

*(Executive Positions)* - The executive committee not only has the role of leadership, but also is fully accountable to the members of the broader association for the way it exercises its leadership.)

For more details about the position please do not hesitate to contact the Principal 65591221 or Chris Moulds 65591760.