



Join us in creating something great for our kids! Every contribution counts

Treasurer Vice President
Canteen Secretary
Uniform Shop
Communications
Events
Envirohub
Music

ASQUITH PUBLIC SCHOOL

**PARENTS & CITIZENS
ASSOCIATION (P&C)**

ANNUAL GENERAL MEETING (AGM)

7:30PM TUESDAY 20TH OCTOBER 2026

(VIA GOOGLEMEET OR IN LIBRARY)

Note: To nominate at the AGM, you must already be a 25/26 member (joined before the Sept Meeting). If not, you can still nominate for open positions at the meeting straight after the AGM, provided you've signed up for 26/27 membership.

WHO ARE THE P&C?

The P&C is a body of parents and citizens who want to support the school and our children.

P&C Volunteers oversee the Uniform Shop, Canteen and Music Program, along with social events, fundraising and environmental initiatives

We have a hybrid meeting at 7:30pm every 3rd Tuesday of the month during term time in the school Library and on GoogleMeet.

Please consider joining. Membership investment = \$1 for a year (October - October).

Membership benefits include voting rights and involvement in your child's school and activities.

ARE YOU OUR NEXT EXECUTIVE?

Current vacancies include: Vice President, Treasurer, IT/Assets Manager, and the Inclusion & Diversity Officer.

These roles involve:

- o Contributing to the Executive team
- o Meetings 2 per month in term time (General - hybrid, Exec - online)
- o A handover and support is provided

WHAT HAPPENS AT THE AGM?

Join us at the AGM (in-person or online) where yearly reports will be presented, all positions declared vacant, and the new committee elected.

Want to get involved? We'd love to have you! Just follow these simple steps

1. Complete the Membership Form and submit your annual fee. [\[Link\]](#)
2. Complete the Nomination Form if you wish to stand for a committee position. [\[Link\]](#)
3. PDF versions available upon request via asquithpublicpandc@gmail.com. Otherwise, please complete the electronic forms linked above.

LINKS



ROLE DESCRIPTIONS: OFFICE BEARERS

President:

- Chairing of P&C Association meetings
- Ensuring the P&C Association's objectives are met
- Ensuring that the P&C Association takes part in decision-making processes in the school
- Setting up lines of communication with the Principal
- Establishing a positive and constructive relationship with the school
- Creating a welcoming environment and fostering fair participation
- Setting agendas
- Adherence to the constitution, by-laws, rules, policies, and procedures
- Acting as the P&C Association's spokesperson
- Being a signatory on the P&C Association's bank accounts

Vice Presidents:

- Backup chairperson
- Supporting the president, secretary, and treasurer in their roles
- Shadowing the treasurer and secretary to act as a back-up
- Often assigned oversight of key operations, e.g. canteen, uniform shop, if no one on committee
- WWCC register
- Out-of-area enrolment panel
- Signatory to P&C Association bank accounts

Secretary:

- Preparation of meeting agendas in conjunction with the president
- Sending notifications of meetings to members
- Taking minutes at P&C Association meetings
- Preparation of draft minutes
- Handling and tabling correspondence
- Dealing with administrative tasks related to meeting decisions
- Maintaining the official records of the P&C Association, including the constitution, rules, policies and procedures, ABN details, register of members and meeting attendance

Treasurer:

- Accounting for all funds and assets of the P&C Association
- Ensuring compliance with financial accountability requirements, including financial records
- Maintenance of P&C Association bank accounts
- Financial reporting at P&C meetings
- Signatory to all P&C Association bank accounts
- Taking new membership or membership renewal payments
- Organising the annual audit of accounts as required
- Overseeing staff wages and entitlements (should the P&C Association have employees)
- Working with the P&C Association bookkeeper (if one has been engaged)

ASQUITH PUBLIC SCHOOL P&C COMMITTEES



Committee	What does this committee do?	How many meetings?	For more information
Executive Committee	This committee is responsible for running the various components of the P&C. It consists of Office Bearers - President, Vice-President (x2), Secretary, Treasurer & Executive members (up to 6) including the sub committee coordinators, a Communications Coordinator, Grants Coordinator, IT/Assets Officer and Diversity & Inclusion Officer.	2-3 meetings per term in addition to P&C general meetings 1 meeting is held prior to each general P&C meeting.	https://asquithpublicpandc.org.au/volunteer
Executive Member (up to 6)	Executive Members are voting members of the P&C committee who help govern the association. They attend monthly meetings, contribute to decision-making and strategic planning, and support the Executive team in running P&C events, fundraisers, and initiatives. They act as a voice for the parent community and help ensure the P&C fulfills its objectives for the school	1-2 meetings per term	https://asquithpublicpandc.org.au/volunteer
Communications	Oversees the P&C's internal and external communications. Responsibilities include managing social media, updating the website, drafting the newsletter, and ensuring parents are informed about P&C initiatives and events	1-2 meetings per term	https://asquithpublicpandc.org.au/volunteer
IT/Asset Officer	The IT/Asset Officer manages the P&C's technical infrastructure and physical assets. Responsibilities include maintaining the P&C website/email systems, overseeing database management, and ensuring IT equipment is functional and secure	1-2 meetings per term	https://drive.google.com/file/d/1pvvC_uomHalPfp-UiKbylelkCtHJZJ8FO/view
Diversity & Inclusion Officer	The Diversity & Inclusion Officer fosters a welcoming and equitable school environment. Responsibilities include advising the committee on inclusive practices, supporting culturally diverse events, and ensuring P&C activities are accessible to all families	1-2 meetings per term	https://drive.google.com/file/d/1US_eOHutl8Ubn7Fs1m6bOioqrprVoHv5c/view

ASQUITH PUBLIC SCHOOL P&C COMMITTEES



Committee	What does this committee do?	How many meetings?	For more information
Music Committee	The music committee helps with the development of the music groups at the school, organising concerts, camp, maintaining instruments, fundraising and liaising with Key Music & Jim Jam (service providers) and the school.	1 meeting per term	https://asquithpublicpandc.org.au/music
Uniform Shop Committee	The Uniform Shop Committee is responsible for the management of APS uniform shop. The uniform shop is run purely by volunteers to ensure prices are kept at a minimum and any profit goes straight to the school.	When required	https://asquithpublicpandc.org.au/uniform-shop
Canteen Committee	The Canteen Committee is responsible for the management of the APS Snack Shack. The Canteen is run by a Canteen Manager, 2 casual staff and volunteers to ensure prices are kept at a minimum and any profit goes straight to the school.	1-2 meetings per term	https://asquithpublicpandc.org.au/canteen
Environment Committee (EnviroHub)	The Environment Committee (EnviroHub) works with APS community to help improve the school grounds and increase an awareness for caring for the environment.	1-2 meetings per term	https://asquithpublicpandc.org.au/envirohub
Events Committee	The Events Committee is responsible for organising school community social events and raising of additional funds to assist the school.	1-2 meetings per term	https://asquithpublicpandc.org.au/events https://drive.google.com/file/d/118BdmhiXqzUZ2MBuXp9MTamrWAbvbpfM/view
Grants Coordinator	Grants Coordinator seeks out grants available to the P&C and writes the applications in consultation with the P&C President and the school Principal	1-2 meetings per term	https://drive.google.com/file/d/1qbQh6yWLAfrvQFwRTWwcmEJGKLTplwx/view
Building Fund	The fund must be managed by a committee of at least three people, and a majority of them must be "responsible persons" as prescribed by the ATO (Exec Members can consider nominating themselves for this role)	1-2 meetings per term	Email: asquithpublicpandc@gmail.com