Can you help the Eastwood Public School P&C in 2012?

Eastwood Public School has a long and proud tradition of excellence. Our school not only provides a stimulating learning environment for all students but is very fortunate to have a team of dedicated and experienced teachers, staff and parents who work diligently in the best interests of the children.

There has always been and continues to be a strong partnership between the school and the Parents & Citizen's Association (P&C) at Eastwood Public. This partnership has continued to grow over the years, due in part to the very active and dedicated community of parents and caregivers who work together with the school to achieve the best for each and every child in attendance.

For this tradition to continue, we ask that all parents, both new and old, support the P&C and consider taking on a role within the Eastwood Public School P&C Association in 2012. All current P&C roles - including President, Vice President, Treasurer, Secretary and Executive Members become vacant at the Annual General Meeting (AGM) held at the start of the school year in 2012. We are aware that some roles cannot be filled by the same volunteer parents this year - such as the Vice President and Treasurer, as both these parents have completed their maximum 3-year terms allowed in these positions. Many other parent volunteers have moved off to High School this year as their children completed their schooling at Eastwood Public in 2011. Each year we need new parents to fill their shoes if the good work is going to continue.

It is hoped that all parents, including new parents to Eastwood, give some thought and consideration to taking on a P&C role in 2012. The roles that we are aware will be vacant this year are listed in this note and a brief description of each role is included. If you would like more information or would like to find out more about any of the P&C roles, please contact Jo Harris – 0411 183322, Christine Lucas – 0405 275463, or email us at pc@eastwood.nsw.edu.au.

We welcome all new families to Eastwood Public School and we look forward to your support in 2012 and in to the future.

Jo Harris
P&C President

Christine Lucas
P&C Vice President

Annual General Meeting (AGM) and P&C February Committee Meeting

The Annual General Meeting (AGM) will take place on Wednesday, 15th February 2012 at 7.30pm in the School Staff Room. Everyone is welcome to attend.

Please note that all P&C roles are declared vacant at the AGM and any parent, including new parents, are welcome and encouraged to express interest in taking on one of these P&C roles. The 2012 P&C Committee and Sub-Committee Convenors are elected at this meeting and a brief outline of each of the roles is included in this note.

The AGM will be the final meeting for all 2011 P&C Committee Convenors and Office Bearers and it is expected that all current Convenors present their final annual report and receive their audited accounts. The AGM is a great way to find out what is happening at our school, so we hope you can attend. The AGM will be followed directly after by the February 2012 P&C meeting at approximately 8 pm. We hope you can join us!
POSITIONS VACANT FOR 2012

Whilst all roles become vacant at the AGM, there are some positions for which we still need parents to express an interest. Please let us know if you wish to find out more about any of these roles.

Vice-President of the P&C:

The Vice-President of the P&C is required to take on any of the Presidential duties when invited to do so by the President or when the President is unable to undertake those duties. These duties include:

- The successful functioning of the P&C Association.
- The attainment of the P&C’s objectives.
- Responsibility to foster the fair participation of all members and consistent adherence to its constitution.
- Ensure members are made to feel welcome and give support to all volunteers.
- Set up lines of communication with the School Principal and Executive.
- Attend all meetings of the Association and the Executive Committee, helping to preserve order, help rule on contentious matters of procedure and assist with the progress of discussion at P&C meetings.
- Assist all sub-committees.

The President and Vice President may represent the P&C Association at official functions and act as the Association’s spokesperson when public statements or actions are appropriate

For more information, please contact Jo Harris on 0411 183322 or email jovharris1@optusnet.com.au or pc@eastwood.nsw.edu.au.

Elected Members of the P&C

An Elected Member position is for those interested in being involved with and supporting the P&C in a formal way, but are not able to commit to an office bearer’s position. This is a great way to find out what the P&C actually does and then decide whether you would like to take on an office bearer’s position, or join one of the sub-committees, in future years. Duties of an Elected Member are:

- Attend P&C meetings and Finance Meetings
- Support P&C functions and activities
- Assist Office Bearers
- Assist Sub Committee Convenors when required

For more information, please contact Jo Harris on 0411 183322 or email jovharris1@optusnet.com.au or pc@eastwood.nsw.edu.au.

Family Social Club (FSC) Convenor (or Co-convenors)

Family Social Club is a great, fun way to become involved at the school. The FSC Convenor organises a meeting over coffee 1 – 2 times per term to chat with other parents and carers in the school community. FSC organises fun, social events such as Family Games Nights, School Discos, Movie Nights and also supports the P&C by helping with the set up of Morning Teas for school and P&C functions.

FSC also assists the P&C and Treasurer with the collection of Voluntary Contributions once a year, normally in Term 1. FSC holds many of their meeting’s at Cafés where toddlers and babies are also welcome and they are always looking for new ideas and fun activities to organize for the children and families of EPS.

The FSC Convenor is encouraged to attend P&C meetings and present a brief report to update the Committee on up-coming events and activities if time permits. The 2011 FSC Co-convenors will be available to answer any questions this year and will also lend a hand if needed.

For more information, please contact Jo Harris on 0411 183322 or email jovharris1@optusnet.com.au or pc@eastwood.nsw.edu.au
Music Instrument Hire Co-ordinator

The Music Committee is looking for a Music Instrument Hire Co-ordinator in 2012. Duties include:

- Updating the records of instrument hire;
- Handling enquiries regarding instrument hire and repair;
- Organising documents and instruments for hiring out and return;
- Present reports at the Music Committee meetings.

For more information, please contact Fanny Sze at music_eps@yahoo.com.au

Music Rehearsal Supervisors

The Music Committee is looking for Music Rehearsal Supervisors for 2012. Duties include:

- Mark the roll during weekly rehearsal ensembles
- Hand out notes and forms when required
- Present a report at the Music Committee Meeting each term

For more information, please contact Fanny Sze at music_eps@yahoo.com.au

Uniform Shop Cashier/Treasurer

The Uniform Shop is looking for parents to learn the cashier/treasurer functions to support the Uniform Shop on Tuesday mornings from approx. 9am until approx 10.30am. Duties include:

- Set up computer at approx. 9.00am and open cupboards
- Process cash / cheque and credit card payment and record sales in MYOB computer system
- At close of business, balance Cash, Cheque and Credit card sales against the till balance and pre-orders.
- Print out summary documents
- Deposit cash and cheques at the Bank
- Record goods received into computer system (new deliveries)
- Pay creditor bills each week – cheques written and co-signed. Invoices should be checked (goods received)
- Liaise with creditors for copies of invoices etc to reconcile accounts
- Perform bank reconciliation and follow up any queries
- Assist with stock take – May and Nov 30 each year
- Establish stock value for P&C audit as at 30 November
- Prepare report for Meetings (per term)
- Attend committee meetings (per term)
- Prepare books for auditor – financial year for P&C subcommittees is 1 Dec to 30 Nov. This involves printing out reports and gathering hard copies of records for P&C Treasurer to pass on to external auditor
- File all order forms for the year

For more information please contact Asha on 0400 548 177 or email pc@eastwood.nsw.edu.au
**Uniform Shop General Helpers**

The Uniform Shop needs many Helpers for 2012. Helpers are required to assist on Tuesdays approx. 9am – 10.30 am. Duties include:

- Helping with set up
- Serving customers – showing sizes etc. Once order is completed, directing the customer to the Cashier for payment
- Processing Mail Orders by taking the stock from the shelves, packaging and giving to the Cashier to complete payment
- Putting new stock on shelves
- For more information please contact Asha on 0400 548 177 or email pc@eastwood.nsw.edu.au

Alternately, you can put your name on the **NEW – Uniform Shop Helpers Roster for 2012**. This will be trialed in 2012 - so just fill in and return the slip at the end of this note to the school office.

**Canteen Helpers**

The Canteen is looking for helpers to assist each day with food preparation and general Canteen assistance. Ideally you will be able to commit to a certain day or shift on a regular basis. The shift times are generally 9.30 – 12 pm and 12.30 – 2 pm however, the shift times can be flexible (within reason).

Our Canteen Supervisor, Carolyn is happy to train and guide Volunteers through set tasks and if you would prefer not serve at the counter, that is fine.

The school Canteen is always very busy and can use your help. You can choose to work once a week, once a fortnight or even once a month – whatever time you can spare would be great.

For more information, please contact Jo Harris on 0411 183322 or email jovharris1@optusnet.com.au or call into the Canteen and discuss with Carolyn our Canteen Supervisor or email pc@eastwood.nsw.edu.au.

Alternately, you can put your name on the **NEW - Canteen Helpers Roster for 2012**. This will be trialed in 2012 - so just fill in and return the slip at the end of this note to the school office.

**P&C “Helping at School” (HAS) Support Group**

Are you unable to commit to helping on a regular basis but would like to go on a roster to help on adhoc tasks at school? Then, this might be the answer for you! Often, the school and teachers need help with small, one off jobs and ask the P&C to gather a few parents to help for a couple of hours. Book covering, stuffing envelopes or sorting lost property are just some examples.

If you would like to be part of the P&C HAS Support Group for 2012 and are available on some days during school hours, please fill in the slip that follows and return to the school office.

For more information, please contact Christine Lucas on 0405 275463 or email christinelucas01@gmail.com.

**P&C Parent Communications**

From time to time, the P&C needs help to communicate information to other parents, for example, when we are looking for volunteers for adhoc projects or tasks or if we have special events. On other occasions, we need help from bilingual parents for written and verbal communications (Korean and Chinese). If you are happy to be on our distribution list to receive occasional emails or SMS messages to communicate to school friends or other parents in your class, we would love to hear from you. Please complete the form below or contact Christine Lucas on 0405275463 or email christinelucas01@gmail.com.
OFFICE BEARERS OF THE P&C ASSOCIATION

GENERAL INFORMATION

As all roles become vacant at the AGM in February, 2012, the following is a list of ALL Office Bearer roles for you to consider. You can nominate yourself for a role of someone else can nominate you:

Office Bearers are elected at an Annual General Meeting (AGM). The constitution states that there will be a President, 1 or 2 Vice Presidents, a Secretary and a Treasurer. This group, together with up to six (6) Elected Association Members forms the Association’s Executive Committee and Finance Committee. An overview of the positions is as follows:

The President

The President ensures the successful functioning of the Association, the attainment of its objectives, the responsibility to foster the fair participation of all members and consistent adherence to its constitution. The President should ensure that new members are made to feel welcome. The President presides at all meetings of the Association and the Executive Committee. The duties of the President include preserving order, ruling on contentious matters of procedure and assisting the progress of discussion by preventing irrelevant or repetitious discussion or offensive remarks. The President may represent the Association at official functions and act as the Association’s spokesperson when public statements or actions are appropriate.

The Vice-President(s)

The Vice-President(s) are required to take on any of the Presidential duties defined above when invited to do so by the President or when the President is unable to undertake those duties. If, for any reason, the President's office falls vacant, one of the Vice-Presidents should act as interim President until a new one is elected.

The Secretary

The Secretary is the principal administrative officer of the Association and is responsible for carrying out the decisions of the meeting. The Secretary prepares, in consultation with the President, meeting Agendas and maintains a list of members. The Secretary is required to attend every Association meeting and take notes of the discussions in order to produce Minutes for distribution to members. The Secretary receives and tables all incoming correspondence and writes and sends all outgoing correspondence.

The Treasurer

The Treasurer is responsible for the sound financial management of the Association. The Treasurer receives and deposits monies, maintains records, draws cheques and presents accounts, in the form of a report, at each general meeting. The Treasurer presents all records for auditing each year and ensures that the audited accounts are tabled for adoption at the Annual General Meeting.

Six Elected Members

These positions are for those interested in being involved with and supporting the P&C in a formal way, but are unable to commit to taking on an Office Bearer's position. This is a great way to find out what the P&C does and then decide whether you would like to take on an Office Bearer's position, or join one of the sub-committees, in future years.

Our P&C meets every third Wednesday during term at 7.30pm.
Our meetings are a great way to find out what is happening at school and provide you the opportunity to feed back on issues that matter at your child’s school.
HELPING THE EASTWOOD PUBLIC SCHOOL P&C REPLY FORM

We would love to hear from any parents who are interested in assisting the P&C or its subcommittees in any capacity during 2012.

If you think you can help or would like more information, please complete the following form and return to the office by **Wednesday, 15th February, 2012:**

HELPING THE P&C – REPLY FORM

( ) Yes, I am interested in supporting the Eastwood Public School P&C in 2012 in the following way/s:

- [ ] P&C Vice President
- [ ] Family Social Club Convenor or Co-convenor
- [ ] Family Social Club Committee Member
- [ ] Music Instrument Hire Coordinator
- [ ] Music Rehearsal Supervisor
- [ ] Uniform Shop Cashier/Treasury
- [ ] Uniform Shop General Helper (Roster)
- [ ] Canteen Helpers (Roster)
- [ ] P&C HAS (Helping At School) Support Group
- [ ] P&C Parent Communications
- [ ] OTHER ________________________________

Name: ________________________________

Child’s Name: ________________________________

Email: ________________________________

Phone: ________________________________ Mobile: ________________________________

Thank you – we look forward to your support!