

P&C NEWSFLASH

NOBBY STATE SCHOOL P&C

nobbyspc@gmail.com

IMPORTANT INFORMATION

Annual General Meeting- All roles will be declared vacant, and nominations will be sought for each of these roles. Please see over the page for a description of each role or don't hesitate to speak to a current executive or email for more information.

FUNDRAISING EVENTS

Mother's Day High Tea Saturday 11th May 2024- we need all hands on deck to pull together our annual Mother's Day High Tea for 2024. If you have an interest in joining the team to assist in reaching out for donations and sponsorship, raffle prizes, social media and advertising, decorating and much more please email the P&C email address for more information. We will meet in the next week to start the ball rolling. It's a great day and a fantastic fundraising opportunity for our school.

Local Election 16th March 2024- We will be holding a home bake stall and sausage sizzle at the school for the Local Council Election. We are seeking donations from our families for home bake to sell on the day, loaves of bread or trays of sausages. Better yet- some volunteers on the day for an hour or so from 9am -1pm would be greatly appreciated. Please email the P&C address if you can donate goods or help out on the day.

FRIENDLY REMINDER

Tuckshop orders and money are due by 9am each Tuesday.

Unfortunately, if orders and money are **NOT** in the box in the office- orders will not be processed.



WATCH THIS SPACE

WE ARE IN THE PROCESS OF
CREATING A NOBBY STATE
SCHOOL FACEBOOK PAGE



UPCOMING EVENTS

Annual General Meeting
Tuesday 5th March 2024
at 3:30 pm in the Tanny Building

**“The way a team plays
as a whole determines
its success. You may
have the greatest
bunch of individual
stars in the world, but
if they don't play
together, the club
won't be worth a
dime”**

-Babe Ruth

ROLE DESCRIPTION

The President

Understand rules and operations of a P&C

Good knowledge of P&C meeting procedures

Provide leadership

Chair meetings

Act as your P&C spokesperson/representative

Foster positive communication between P&C and school

Build relationships with wider community

Encourage participation by members

Ensure everybody has a say in the P&C

Accountable for employment and business issues



ROLE DESCRIPTION

The Secretary

Prepare and distribute meeting notices and agendas

Prepare, distribute and present meeting minutes

Maintain a register of correspondence

Distribute correspondence promptly

Maintain a register of P&C members

Maintain a register of Volunteers working for the P&C

Organise, record and maintain P&C documents

Ensure accounting is open and transparent

Ensure a copy of Constitution is available and accessible



ROLE DESCRIPTION

THE TREASURER

Ensure P&C complies with the Accounting manual

Financial statements/reports presented at meetings

Pay accounts promptly when authorised

Issue receipts for monies received

Maintain accountable forms register

Maintain P&C asset register

Monitor wages

Ensure accounts are current and reconciled

Prepare annual financial statements for auditing

Ensure accounting is open and transparent



NOBBY STATE SCHOOL P&C ROLES

- **VICE PRESIDENT**- chair meeting if president is unable to attend and involvement with other executive discussions and decision making.
- **TUCKSHOP COORDINATOR**- collating all orders, stock take, shopping for weekly items, preparation of food, term menu planning, rostering of volunteers weekly, reporting with treasurer weekly for student payments and approval for purchasing and reporting update at monthly general meetings.
- **BREAKFAST CLUB COORDINATOR**- purchasing of weekly items, menu planning, rostering of volunteers, reporting to treasurer all expenses and approval of purchases and reporting update at monthly general meeting.
- **FUNDRAISING COORDINATOR**- following fundraising check list, coordinating with volunteers and committee members, declaration activity form, risk assessments, advertisement, reporting income and expenses.
- **WORK PLACE HEALTH AND SAFETY OFFICER**