



**PFC Nomination Form 2024**

If you are interested in taking on a more active role in shaping the school community and supporting our students, consider nominating yourself by completing the details below. The AGM to appoint all roles will take place on **Wednesday 13<sup>th</sup> March 2024**. If you are unable to attend in person we will accept a proxy nomination on your behalf.

Your participation will be valued and welcomed!

I wish to nominate myself the following position(s):

- President
- Secretary
- Treasurer
- Fundraising
- Social Media Coordinator
- Secondhand Uniform Coordinator

Name.....

Address.....

Mobile number.....

Email.....

Child(ren) Name(s) and Year Level(s).....

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Signature.....Date.....

**Position descriptions:**

**President**

Convenes meetings, liaises with Principal to ensure actions are sanctioned and maintains relationships between Principal, Staff and Parents Class Reps. Ensures committee members are informed and supports PFC events.

**Secretary**

The point of contact between meetings, communicates with school office staff and PFC committee, prepares, records and distributes minutes, and manages other PFC documentation.

**Treasurer**

Keeps accurate financial records of all receipts and expenditure. Ensures proper governance and procedures for approved PFC event budgets. Maintains relationships between Business Manager and PFC committee members.

**Fundraising Coordinator**

Brings enthusiasm and creativity to help drive and transform PFC initiatives into successful fundraising school community events.

**Social Media Coordinator**

Help keep our online school community inspired and connected through social media. Write short posts and sprinkle in some photos and videos.

**Second-hand Uniform Coordinator**

With a team of helpers, set up and run the popular second-hand uniform stalls.