INDOOROOPILLY STATE SCHOOL P&C 2016 AGM
MONDAY 14th MARCH 7.15PM

Notice is hereby given of the Annual General Meeting of the Indooroopilly State School Parents’ & Citizens’ Association, to be held on Monday 14th March 2016 in the Staff Lounge commencing at 7:15pm.

The Agenda for the Annual General Meeting is as follows:

a. Welcome to members and introduction of any special visitors
b. Apologies
c. Confirmation of minutes of the previous Annual General Meeting
d. Business arising out of the minutes of the previous Annual General Meeting
e. Receipt and adoption of the Association’s audited annual financial statement and Treasurer’s report
f. Receipt and adoption of the President’s annual report
g. Motion to consider all applications to renew existing membership
h. Motion to consider all new applications for membership
i. Motion to accept new applications for membership
j. Election of Officers / Executive Committee
k. Motion to change bank signatories to the newly elected Officers
l. Confirmation of continuing Subcommittees of the Association (including appointment of members of Subcommittees)*
m. Appointment of the Association’s auditor
n. Adoption of the Student Protection Risk Management Strategy
o. Adoption of the 2016 ISS P&C Constitution

* It is important to note that (a) sub-committee members – even persons who are not parents at the school – MUST be members of the P&C and (b) any sub-committee that is not confirmed has no authority to act.

Any matters considered to be the business of the Annual General Meeting can be placed on the Agenda by notifying the secretary (pandcsecretary@indooroos.eq.edu.au), no later than midnight Monday 7 March 2016.

All memberships lapse at the AGM.

There are two ways you can become a member of the P&C for the next year:

1. Attend the Annual General Meeting
2. Complete the registration form (below) and either drop it in at the Office or scan/email to Secretary, by Friday 11th March.

If you wish to nominate yourself or someone for the offices of President, Vice President, Treasurer or Secretary please use the form below. Confirm with the nominee prior to the meeting that they are willing to take on the role if elected.
If you are unable to attend the AGM, you can join the P&C and/or nominate yourself or someone else for an Executive position by completing this form and returning it to the school office (or scan and email to pandcsecretary@indoorooss.eq.edu.au by Friday 11th March 2016).

1. **P&C APPLICATION FOR MEMBERSHIP**

Name: ____________________________
Address: ____________________________
Email: ____________________________ Phone: ____________________________

I wish to join the Indooroopilly State School P&C, but cannot attend the AGM.

I am:
- [ ] a parent of a student attending the school
- [ ] a staff member of the school
- [ ] an adult interested in the school’s welfare; my date of birth is ___/___/___

I undertake to:
- [a] promote the interests of and facilitate the development and further improvement of the School and the good order and management of the School; and
- [b] comply with the constitution of the P&C Association, including the P&C Association Code of Conduct as specified in Schedule 2 of the constitution, and any valid resolutions passed by the Association.

NOTE: If a person has been convicted of an indictable offence, it is grounds for removal in accordance with the Education (General Provision) Act 2006.

Signature: ____________________________

2. **P&C EXECUTIVE NOMINATION**

I wish to nominate (name) ____________________________
of (address) ____________________________

Phone: ____________________________

for the position of
- [ ] President
- [ ] Vice President
- [ ] Secretary
- [ ] Treasurer

Signature of Nominee: ____________________________

NOTE: The nominee must also join the P&C either by attending the AGM or submitting a form such as this with part 1 completed

Name of Nominator: ____________________________

Signature: ____________________________

Name of Seconder: ____________________________

Signature: ____________________________

Please note: Nominators and seconds must be current members of the P&C. If you are not a current member of the P&C, but would like nominate someone, please contact the P&C Secretary (pandcsecretary@indoorooss.eq.edu.au) for assistance.