



Dear Parents and Caregivers,

You are invited to attend the Parents & Friends Annual General Meeting which will be held via Zoom this year:

Date: Monday 2 November 2020

Time: 7.00pm

Followed by our regular quarterly meeting at 7.30pm

Please RSVP [here](#) and a link for Zoom will be forwarded to you prior to the event.

All committee positions will be declared vacant and new appointments made during the AGM. A brief description of the key responsibilities for each role is detailed over page.

The current Committee Members are:

President: Sandra Hollins

Vice Presidents: Robert Fettell (nominating for re-election)

Secretary: Tania Tobin (nominating for re-election)

Treasurer: Lea Lloyd

Treasurer Elect: Judy Proctor (nominating for re-election)

Communications: Gillian Glover (nominating for re-election)

We are also seeking to fill the position of Business Directory Co-ordinator.

Following the AGM, our regular meeting will be held. Mr Terry Muldoon, Principal, will provide a whole school update and we will also have an opportunity to hear from Ms Shannon Rosewood, Head of Primary School and Mrs Emma Bylsma, Head of Secondary School. Members will have an opportunity to ask questions and offer suggestions as to P&F activities for next year.

If you would like further information, please email parentsandfriends@scas.nsw.edu.au.

POSITIONS FOR APPOINTMENT

President

Chairs each meeting and represents the P&F at official functions. Acts as the P&F spokesperson and generally ensures the successful functioning of the Association.

Vice President

Takes on any duties of the President when invited by the President or when the President is unable to undertake those duties.

Secretary

Keeps all P&F records in order on a central shared drive. Prepares agendas and takes minutes for the quarterly meetings.

Treasurer

Manages the funds and accounts for the P&F, including producing basic financial reports for the year.

Treasurer Elect

This position will shadow the incumbent Treasurer and then take on the Treasurer role in 2021.

Communications

Assists the President and P&F Committee with communications to the broader parent community by means including School newsletter, social media etc.

Business Directory Co-ordinator

Establish and maintain a directory of businesses who support and/or provide sponsorship.