At 7pm on Monday 7 March 2016 the Amaroo School P&C will hold its AGM. At the AGM the administrative committee will be elected. If you wish to have a say in who is elected or wish to support Amaroo School by nominating yourself to serve on the administrative committee, please come along and have your say. A key priority for the Amaroo School P&C in 2016 will be holding the Amaroo School Fete and fundraising for the school. The administrative committee consists of a president, vice-president, secretary, treasurer, assistant treasurer and public officer. A list of tasks associated with the administrative committee roles, taken from the ACT Council of P&C Associations’ website, is as follows:

**President**
- provides leadership
- chairs all general and executive committee meetings of the association.
- acts as a spokesperson for the association
- reports to Parents and Citizens Association meetings about the activities of the P&C
- supervises the functions of other office bearers
- ensures adequate and efficient communication exists between the members of the association and members of the school board
- encouraging parents to participate.

**Vice President**
- Steps into the role of the President should they be unavailable and undertakes tasks to reduce the workload of the President.
- be familiar with the operation of the P&C
- be acquainted with the duties of President
- understand meeting rules and procedure

**Secretary**
- draws up, in consultation with President, the meeting agendas
- keeps full and correct Minutes of the P&C’s proceedings
- acts upon decisions as directed by the meeting
- attends to the correspondence of the association
- looks after the association's documents
- maintains a register of financial and ex-officio members if applicable.

**Treasurer**
- responsible for all funds received and expended by the association
- prepares regular reports to P&C meetings
- holds ultimate responsibility for all funds, including all subcommittee accounts.
The Public Officer

- Is the point of contact between the association and the ACT Registrar General’s office.
- Must be a resident of the ACT and over 18 years of age.

Canteen volunteers needed

Are you interested in helping out at the school canteen?
The canteen is looking for parent volunteers on Fridays for shifts from 10:30am to 2pm.
Please email Karina at karina.pratt@outlook.com if you would like to volunteer.
If you plan to volunteer regularly you will need to have a Working With Vulnerable People card which is available online via the Education and Training Directorate website.