MOUNT OUSLEY PUBLIC SCHOOL
Parents and Citizens Association

WELCOME TO NEW FAMILIES

Mount Ousley Public School (MOPS) has an active P&C association and we extend a warm welcome to all new parents to the school and encourage you to join in the range of activities that we undertake in any way you can. These activities provide you with an opportunity to meet other parents and staff.

The purpose of the P&C is to:

• promote the interest of the school by bringing parents, citizens, students and teaching staff into close cooperation;
• assist in providing facilities and equipment for the school;
• encourage parent and community participation in curriculum and other educational issues in the school; and
• do such other things as may promote the interests of public education.

MEETING DATES

Meetings are held on the 2nd Tuesday of each month at 7:00pm in the Year 3/4B classroom. All are welcome - your attendance and your ideas and thoughts will be appreciated and heard.

If you have an item for the agenda you can email it to the secretary for inclusion in the agenda or add your item to the agenda form which is kept in the photocopy room. Agenda items must be received by the 2nd Monday of each month.

AGM

Our AGM is held annually and at this meeting all positions are declared vacant and elections for a new executive will take place.

The next AGM meeting will be held on Tuesday 11 March 2014 at 7:00pm in the Year 3/4B classroom. If you have paid your annual P&C membership fee at any meeting since the 2013 Annual General Meeting and you have attended at least one general meeting then you are eligible to vote.

....A little school where big things happen....
If you wish to become a financial member of the P&C and have your say in the running of the school in 2014 a P&C annual fee of $5 per family will be required on the night and will be collected after the general meeting.

Listed below is a brief job description of all P&C positions that will become vacant and will need to be filled at the AGM.

**PRESIDENT**  
* Chair monthly P&C meetings  
* Attend school functions, especially those run/supported by the P&C  
* Follow up issues raised at meetings  
* Liaise with other Executives and teachers where necessary

**VICE PRESIDENT/S**  
* Assist President wherever possible  
* Chair meetings when the President is unavailable

**SECRETARY**  
* Attend all meetings and keep a record of all business conducted  
* Typing and copying minutes of meetings  
* Collecting P&C mail outside of office and distributing to relevant people  
* Draft and type letters as required  
* Table correspondence – in and out – at next meeting  
* Make agenda available (in photocopier room) for topics to be discussed at next meeting

**TREASURER**  
* Maintain records, draw cheques and pay all P&C bills  
* General banking  
* Typing and copying monthly Account Reconciliations for all P&C accounts  
* Handling of any money queries  
* Preferable attendance at monthly meeting, but not a necessity

**ASSISTANT TREASURER**  
* Assist treasurer wherever possible

**FUNDRAISING COORDINATOR** (and possible assistant)  
* Organising, coordinating and running all P&C fundraising activities

**FUNDRAISING COMMITTEE (if possible)**  
* Assist coordinator wherever possible

**CANTEEN SUPERVISOR/S**  
* Draw up annual canteen roster  
* Order and purchase food for canteen  
* Draft new menus  
* Stocktake – twice yearly  
* Train new canteen volunteers  
* Attend Kindergarten Orientation information session to encourage new volunteers
**UNIFORM COORDINATOR**

* Maintain the Uniform Shop including opening at least one day a week.
* Uniform ordering and stocktake
* Must be available for the first 3 weeks of Term 1 to organise uniform orders and deal with enquiries.
* Banking of uniform monies
* Attend Kindergarten Orientation information session to discuss uniforms and requirements with new parents

If any enthusiastic parents would like to have a go at any of the above positions in 2014 then please come along to the AGM and nominate yourself. Accept the challenge, have some input and help make a difference in your child’s education and their whole school experience. If we don’t fill the positions then the P&C will cease to exist and that would be a great shame for our school and more importantly, our kids.

So please, come along, have a cuppa and a cake and see how it all works. Get involved if you feel the urge or sit on your hands if you must. You don’t need to nominate for a position to attend but your attendance and your ideas and thoughts will be appreciated.

The P&C helps all our children. It plays an important role in the way the school runs and raises much needed funds for all our kids and this great little school. Ultimately we hope to enhance the quality of your child’s educational experience at Mt Ousley Public School especially as we move forward in the 21st Century and we continue to embrace technology.

**REMEMBER, IT IS YOUR P&C!**

**WHAT YOU CAN DO TO HELP THE P&C?**

- Assist in the Canteen
- Attend meetings
- Offer help when and where you can
- Support fundraising initiatives where possible

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