



# MSM PARENTS AND FRIENDS ANNUAL GENERAL MEETING

MONDAY, 09 NOVEMBER 2015 AT 7 PM

MEETING ROOM, MEZZANINE LEVEL SOPHIA CENTRE

If you have ever thought about joining the P&F at Mt St Michael's, your opportunity is here. Our Annual General Meeting will be held on Monday, 9 November @ 7pm and all positions will be declared vacant. Consequently, we are seeking nominations for executive and general committee members.

All parents and friends are invited to attend the AGM and we would encourage as many of you as possible to come along.

The P&F is integral to promoting a welcoming and supportive College community and cannot survive without the service of our valued parents. While working in union with the College to support our daughters' education, the P&F plays a major role in facilitating a strong social network for parents. So, what we are actually trying to say is that the workload and time requirements are not onerous and being a part of the P&F is actually a very enjoyable and rewarding experience.

The following roles will be available for nomination :-

### PRESIDENT

This role chairs meetings and oversees the role of the P & F and acts as a central point of contact with the Principal.

### VICE PRESIDENT

This role will co-ordinate the Parent Liaison Officer (PLO) group and also be responsible for acting as the administrator of our email and Facebook accounts.

### TREASURER

This role is responsible for the finances of the P and F, organising bank accounts and money for functions and reporting to the P&F and external bodies.

### SECRETARY

This role is responsible for taking the minutes at the P and F meetings, handling correspondence and distributing copies of the minutes

### GENERAL COMMITTEE MEMBERS

Committed to attending P&F Meetings and assisting as they can, this is a general position with no specific responsibilities. There are usually a handful of General Committee members

### PARENT LIAISON OFFICERS

(Year 7 through to 12 Non-Committee members)

The role acts as a link between the year level group and the P&F. There can be 1 or 2 PLOs per year level. The person or persons will assist the P&F co-ordinate volunteers for events and assist in organising events for their year group. This is done through class level emails administered by the P&F.

If you are interested in being considered for a role or if you wish to discuss a role prior to nominating, please feel free to email [pandfmsm@gmail.com](mailto:pandfmsm@gmail.com) and leave your contact number for some one to call you.



## 2016 P&F COMMITTEE NOMINATION FORM

I wish to nominate for the position of: (please circle preference).

President /

General Committee Member

Vice-president /

I would like to be a **Parent Liaison Officer** for Year \_\_\_\_\_ 2016

Treasurer /

**ATTENDANCE:** I will / will not be able to attend the AGM on Monday 09th November 2015.

Secretary /

Signature: .....

Telephone: \_\_\_\_\_

**Please return this slip to Ms Sharlene Fernandez, College Reception by Friday 6 November 2015, or scan and send to [sfernandez@msm.qld.edu.au](mailto:sfernandez@msm.qld.edu.au)**