

# 2021 NOMINATION FORM

## Committee Positions

<b>NAME:</b>		<b>PHONE:</b>		<b>EMAIL:</b>	
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### OFFICE BEARERS & EXECUTIVE COMMITTEE

<b>President</b>	<input type="checkbox"/>	<b>Treasurer x 2 (1 General, 1 Canteen)</b>	<input type="checkbox"/>	<b>Committee Member (x 2)</b>	<input type="checkbox"/>
<b>Vice President</b>	<input type="checkbox"/>	<b>Secretary</b>	<input type="checkbox"/>	<b>Principal (ex officio)</b>	<input checked="" type="checkbox"/>

### COMMUNITY ENGAGEMENT SUB-COMMITTEE

<b>Convener/Secretary</b>	<input type="checkbox"/>	<b>Class Representatives Coordinator</b>	<input type="checkbox"/>	<b>West Leeming Dads Coordinator</b>	<input type="checkbox"/>
		<b>Graduation Committee Rep</b>	<input type="checkbox"/>	<b>Committee Member (x2)</b>	<input type="checkbox"/>

### CANTEEN SUB-COMMITTEE

<b>Convener/Secretary</b>	<input type="checkbox"/>	<b>Committee Member (x 4)</b>	<input type="checkbox"/>
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### FUNDRAISING SUB-COMMITTEE

<b>Fundraising Convener / Secretary</b>	<input type="checkbox"/>	<b>Committee members (x4)</b>	<input type="checkbox"/>
<b>Disco Convener / Secretary</b>	<input type="checkbox"/>	<b>Committee Member (x 4)</b>	<input type="checkbox"/>
<b>School banking Coordinator</b>	<input type="checkbox"/>	<b>School banking committee members (x2)</b>	<input type="checkbox"/>
<b>Entertainment Book Coordinator</b>	<input type="checkbox"/>		

### UNIFORM SUB-COMMITTEE

<b>Convener/Secretary</b>	<input type="checkbox"/>	<b>Committee Members (x3)</b>	<input type="checkbox"/>
<b>Costume Shop Coordinator</b>	<input type="checkbox"/>		

### OTHER POSITIONS

<b>Auditor</b>	<input type="checkbox"/>	<b>District Council Rep</b>	<input type="checkbox"/>
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### COMMITTEE POSITION DESCRIPTORS

POSITION	COMMITTEE	POSITION OVERVIEW
President	Executive Committee	Responsible for developing and nurturing a good working relationship between the parent body and the school administration and ensuring all members of the P&C abide

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		by the WLPS P&C's constitution. This role is also an ex officio member to all sub-committees.
Vice President	Executive Committee	Understudy to President and responsible for running the Community Engagement Committee and ensuring all documentation for the P&C are maintained correctly
Secretary	Executive Committee	Responsible for the coordinator of correspondence for the P&C, P&C meetings, collection of sub-committee reports and recording of minutes for all P&C Meetings
Treasurer x2	Executive Committee	Responsible for all monies received and expended on behalf of the WLPS P&C, including any committees such as uniform, canteen and fundraising. One represents the Executive Council on the Uniform and the other on the Canteen subcommittee.
Committee Member	All Committees	Financial Members of the P&C that attend all meetings of their elected Committee/Sub Committee and be an actively contribute to the P&C objectives.
Convener/Secretary	Sub Committees	Responsible for reporting to the Executive Committee for all activities within the subcommittee. Must attend P&C Meetings to represent their committee (or send representative from subcommittee) and ensure that all activities undertaken by the subcommittee are within the roles and responsibilities of their sub-committee and the P&C. Secretary if not convener is responsible for the coordination of meetings with the Convener, recording of minutes for subcommittee meetings and ensuring coordinators keep documentation correctly.
Graduation Representative	Community Engagement	This role represents the P&C Members on the School Graduation Committee and seeks funding from the P&C to ensure a successful Graduation ceremony.
West Leeming Dad's Coordinator	Community Engagement	Responsible for the coordination of activities that actively seek to engage the fathers at West Leeming Primary School and bring a sense of community and belonging.
Class Representatives Coordinator	Community Engagement	Responsible for the coordination of Class Room Representatives and ensuring that information is distributed to the classroom representatives for distribution to the wider school community
Fundraising Activities Coordinator	Fundraising	Responsible for the coordination of fundraising activities to assist the P&C to enhance the student's learning experience at WLPS. Examples: Mother's/Father's Day Stalls, Sport Day Bake Sale, biennial lap-a-thon (events TBC yearly)
Disco Coordinator	Fundraising	Responsible for the coordinator of the bi-annual Fundraising Discos
School Banking Coordinator	Fundraising	Responsible for the coordination of the School Banking Program at WLPS. Weekly banking morning ~ 8:15-9:15am

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Entertainment Book Coordinator	Fundraising	Responsible for the coordination of the Entertainment Book Fundraiser at WLPS
Canteen Coordinator	Canteen	Responsible for the coordination of the canteen inconjunction with the canteen staff. Tasks include advertising, special order fundraising days, Quickcliq updates
Uniform Shop Coordinator	Uniform	Responsible for the running of the WLPS Uniform Shop
Costume Shop Coordinator	Uniform	Responsible for the running of the WLPS Costume Shop
Auditor	Other	Responsible for the annual audit of the WLPS P&C Accounts
District Council Representative	Other	Represents WLPS on the WACSSO District Council
Classroom Representative	Other	Coordinates communication with parents within their child's class and distributes P&C information to parents and provides feedback to the P&C from their parent group.