

**WARWICK WEST STATE SCHOOL P&C ASSOCIATION
APPLICATION FOR P&C MEMBERSHIP - 2017**

Please complete and return this form to the School Office or P&C Secretary

NAME: _____

ADDRESS: _____

PHONE: Home: _____ Work/Mobile: _____

EMAIL: _____

NEW MEMBERSHIP: YES / NO (circle one)

RENEWAL MEMBERSHIP: YES / NO (circle one)

I am:-

- a parent of a student attending the school
- a staff member of the school
- an adult interested in the school's welfare and my date of birth is

I apply for membership in the Warwick West State School Parents and Citizens' Association and I undertake to:

- Promote the interests of and facilitate the development and further improvement of the School and the good order and management of the School; and
- Comply with the constitution of the P&C Association, including the P&C Association Code of Conduct as specified in Schedule 2 of the constitution, and any valid resolutions passed by the Association.

If a person has been convicted of an indictable offence, it is grounds for removal in accordance with the Education (General Provision) Act 2006.

Signature: _____

Date: / / 2017

P&C USE ONLY

Date Received: _____ Entered in P&C Register: YES / NO

Date Accepted: _____ Date Terminated: _____

Secretary's Signature: _____

**WARWICK WEST STATE SCHOOL P&C ASSOCIATION
SCHEDULE 2
CODE OF CONDUCT FOR P&C ASSOCIATION**

This Code of Conduct clarifies the expected standards of all P&C Association members. It has been adopted to aid all members of our school community to work as a cohesive group in partnership with the school.

The Code is intended to promote and maintain the highest standard of ethical behaviour by P&C Association members. Members of a P&C Association should adhere to the Code of Conduct at all times. This Code applies to each member of a P&C Association.

P&C Association members are to:-

- act in the best interest of the total school community at all times;
- conduct and present themselves in a professional manner and act ethically and with integrity at all times;
- act with courtesy and demonstrate respect for all persons, whether fellow P&C Association members, school staff, parents/carers, students, community members
- remain objective and avoid personal bias at all times represent all members of the school community
- engage the school and wider community in developing and effecting school priorities, policies and decisions in a manner that is consultative, respectful and fair
- declare any conflicts of interest and not misuse their office to advance individual views or for personal gain
- make fair, transparent and consistent decisions
- provide objective and independent advice
- listen and be tolerant of the views and opinions of others, even if those views and opinions differ from their own
- treat official information with care and use it only for the purpose for which it was collected or authorise
- respect confidentiality and information privacy (about the school, community members, staff or students) at all times and not disclose confidential information
- not use confidential or privileged information to further personal interests
- be responsive to the requirements of the school community
- seek to achieve excellence in educational outcomes for all students at the school
- listen and respond to issues and concerns regarding strategy and policy
- work within the boundaries of the Education (General Provisions) Act 2006, the Education (General Provisions) Regulation 2006 and the Department of Education, Training and Employment's policies and procedures relevant to P&C Association operations.

P&C Executive Officer Nomination Form

Warwick West State School P&C Association

Description of Executive Committee

The following describes the key functions of the:

- ☆ The **President** provides leadership and is the accountable officer of the Association. Their role is to act as a representative of the Association, encourage communication between the Association, School administration and the community and encourage participation in the Association. The President will be the Chair of meetings and conduct them in an efficient and timely fashion, being familiar with the rules, constitution and other documents governing Association operations. The President is an official member of the school council for the School, if one exists.
- ☆ The **Vice-President** provides essential support for the President and possibly other members of the Executive Committee. They will Chair those meetings from which the President is absent and carry out any duties that have been delegated by the President. They should also be familiar with the rules, constitution and other documents governing Association operations.
- ☆ The **Secretary** collates the agenda papers for each meeting, (including sub-committee reports) and assists the President in preparing an agenda for each meeting. They prepare and present minutes of the Association's meetings, record and deal with correspondence in/out as directed and generally organise, record and maintain information pertaining to the activities of the Association.
- ☆ The **Treasurer** has the overall responsibility for the financial management of the Association, including all subcommittee accounts. In their role they must comply with the Accounting Manual for P&C Associations in all respects. They prepare an annual budget and Annual Operational Plan for the Association in consultation with the Association's Executive Committee. It is the Treasurer's responsibility to keep accurate accounts of receipts and expenditure.

I wish to nominate _____ as a candidate for the position of:

Candidate's name

<input type="checkbox"/> President
<input type="checkbox"/> Vice-President
<input type="checkbox"/> Treasurer
<input type="checkbox"/> Secretary/Minutes
<input type="checkbox"/> Secretary Correspondence
<input type="checkbox"/> Vice-President (outgoing President)
<input type="checkbox"/> Grants Co-ordinator (additional Officers are not considered part of the P&C Executive Committee)

Candidate

I accept the nomination for the position of _____

Name: _____ Signature: _____

Moved by:

Name: _____ Signature: _____

Seconded by:

Name: _____ Signature: _____

Notes:

- The candidate, nominator and seconder must be members of the Association.
- Candidates may nominate themselves.
- "Moved by" and "Seconded by" may be completed before, or at the meeting.

P&C Secretary's use only

Successfully elected:

- Yes
- No
- Membership forms received