



ANNUAL GENERAL MEETING and ELECTION OF OFFICERS Wednesday 17th November 2021 at 7:30pm

Dear Parents and Friends,

We encourage parents to participate in the life of the parent community through the Parents and Friends Association ("PFA"). We urge you to attend the Annual General Meeting ("AGM") of the PFA. PFA is a vibrant and enthusiastic group of people and it is a pleasure to work with such a great team. For those of you who are new parents or not so new you will find involvement with the PFA a wonderful way to get to know other parents and contribute to your children's school.

The aims of the PFA are:

- To foster fellowship and the building of community amongst College parents, students and staff
- To support the College staff in the provision of a Christian education to students
- To provide practical assistance in the form of fund-raising, special projects and events that will benefit the whole College and improve the wellbeing, development and enjoyment of students.

At the AGM, people are elected to fill the offices of President, Vice-President, Secretary and Treasurer.

The responsibilities of these positions are:

- **President** – The President shall represent the Association at formal functions and events, determine the agenda for all meetings of the Association and chair all meetings of the Association.
- **Vice President** – The Vice-President shall assume the role of President, including all specific and delegated responsibilities, in the event that the President is temporarily unable to fulfil their duties and chair all meetings of the Association if the President is absent or unable to perform the duties of chair due to a conflict of interest.
- **Secretary** – The Secretary shall keep the minutes of all meetings of the Association, distribute all requisite copies of minutes and notices and conduct all correspondence.
- **Treasurer** – The Treasurer shall keep accounts of all monies received and paid on behalf of the Association, submit a report thereon at each General Meeting of the Association and provide all documentation as required by any Auditor who may be appointed from time to time.

***Nominations will close at 5pm on Wednesday 10th November.** Nominations received after this closing date or at the Meeting will not be accepted. **All Officer Nomination Forms should be emailed to pfa@standrews.vic.edu.au**

Please submit your nominations for these officer positions on the attached nomination form. Self-nominations are welcome. Please make an effort to confirm with your nominees that they are willing to stand before returning the nomination form and get them to sign the form. If you have any questions about the role(s) please feel free to contact the PFA at pfa@standrews.vic.edu.au

We hope to see you at the meeting.

Yours faithfully

Andrew O'Brien

President

St Andrews Christian College PFA



Officer Nomination Form for 2021

Please put your nominations below and submit no later than 5pm on Wednesday 4th November 2020 to the Secretary, PFA c/- St Andrews Christian College Office. All Officer Nomination Forms should be emailed to pfa@standrews.vic.edu.au

1. Nomination for President (Andrew O'Brien, the current President **is not** standing for re-election)

Name: _____

Email: _____

Phone: _____

Signature of nominee endorsing willingness to stand: _____

2. Nomination for Vice President (Sally Wade, the current Vice President **is** standing for re-election)

Name: _____

Email: _____

Phone: _____

Signature of nominee endorsing willingness to stand: _____

3. Nomination for Secretary (Thomas Chong, the current Secretary **is not** standing for re-election)

Name: _____

Email: _____

Phone: _____

Signature of nominee endorsing willingness to stand: _____

4. Nomination for Treasurer (Eric Chen, the current Treasurer **is** standing for re-election)

Name: _____

Email: _____

Phone: _____

Signature of nominee endorsing willingness to stand: _____

To be filled by person/s nominating a candidate

1. Your Name (please print): _____

Your Signature _____

Your Daytime Phone _____

Your email: _____

2. Your Name (please print): _____

Your Signature _____

Your Daytime Phone _____

Your email: _____