



**NOTICE OF ANNUAL GENERAL MEETING: 16 MARCH 2026**

The [Balmoral State High School P&C Association](#)'s Annual General Meeting (AGM) is scheduled for Monday, 16 March 2026, commencing at 6pm. The AGM will be held in the Administration Block upstairs meeting room with online attendance also available via a MS Teams link. If there any questions regarding our upcoming AGM or how to become involved with our P&C, please don't hesitate to contact us at [Secretary@balmoralshs.eq.edu.au](mailto:Secretary@balmoralshs.eq.edu.au) . We look forward to seeing you all at the AGM!

The AGM Agenda is:

1. Welcome, attendance, apologies & Confirmation of previous minutes
2. Principal's Annual Report
3. President's Annual Report
4. Treasurer's Annual Report and Audited Financial Statements
5. All memberships lapse – 2026 Applications for Memberships, Election of Executive Committee
6. General Business
7. Close (March monthly meeting will follow on)

We encourage all parents to join our P&C – as they say, many hands make light work! Simply complete our online [Membership Application Form](#) to apply or reapply for membership in 2026. Documentation for review at the meeting will be forwarded to all members two-weeks prior to the meeting.

At the AGM nominations for the 2026 Executive Committee will be tabled for election. [Nomination forms for Executive positions](#) are available at the BSHS website. These positions are:

Position	Role Description
<b>President</b>	<ul style="list-style-type: none"> <li>• Provides leadership and is the accountable officer of the P&amp;C. Their role is to act as the public representative of the P&amp;C, encourage communication between the P&amp;C, school, and community, and encourage participation to support the P&amp;C.</li> <li>• The President chairs all meetings and is educated on all P&amp;C rules and guidelines, including P&amp;C Constitution, Accounting Manual, and all other documents governing P&amp;C operations.</li> <li>• The President is the Accountable officer for all employment for Tuckshop and Uniform Shop services.</li> </ul>
<b>Vice President</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• They should also be familiar with all P&amp;C rules and guidelines, including P&amp;C Constitution and other documents governing P&amp;C operations.</li> </ul>
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>• Has the overall responsibility for the financial management of the P&amp;C, including all subcommittee accounts.</li> <li>• In their role they must comply with the Accounting Manual in all respects. They prepare an annual budget and annual operational plan for the Association in consultation with other members of the P&amp;Cs Executive Committee.</li> <li>• It is the Treasurer's responsibility to manage and keep accurate accounts of receipts and expenditure.</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>• Has overall responsibility to prepare all documents for all meetings, such as agenda, minutes, and other necessary reports (including subcommittee reports) and assists the President in preparing an agenda for each meeting.</li> <li>• They present minutes of the P&amp;Cs meetings, record and deal with correspondence in/out as directed and generally organise, record, and maintain information pertaining to the activities of the P&amp;C.</li> </ul>
<p>All P&amp;C Executives are responsible for urgent decisions required outside of P&amp;C meetings and are the official employers of all P&amp;C staff. They are also the Business Managers of the Tuckshop and Uniform Shop.</p>	