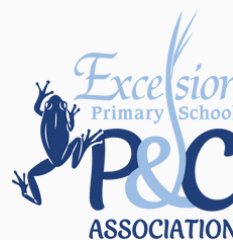


**TUES  
3  
FEB**

**2026**



# **P&C AGM**

**Tuesday 3 February at 2PM  
Excelsior Staff Room**

All Executive positions are declared vacant and elected during the Annual General Meeting. New and renewing members are required to complete a membership application form & gold coin fee each year at the AGM. We welcome all past & new members to our meeting!



To join virtually, please email us to request a Teams link & membership form prior to Feb 2

e: [excelsiorprimaryschoolpc@gmail.com](mailto:excelsiorprimaryschoolpc@gmail.com)

w: [www.excelsiorpspc.org.au](http://www.excelsiorpspc.org.au)



# P&C AGM

## Executive Roles

### **PRESIDENT**

- Provide leadership & chair meetings
- Act as P&C Spokesperson/Representative
- Foster good communication between P&C, parents, school & community
- Be accountable for staff & operations
- Encourage participation & inclusiveness
- Oversee HR & business operations

### **VICE-PRESIDENT**

- Provide support to the President and other executive members as required
- Chair meetings in Presidents absence
- Foster good communication between P&C, parents, school & community
- This role can be divided into multiple sub roles if there is enough interest

### **SECRETARY**

- Prepare agendas & minutes of meetings
- Communication with all members
- Maintain register of correspondence
- Maintain members & volunteer registers
- Organise, record & maintain documents
- Assist with other administrative requirements of the P&C

### **TREASURER**

- Ensure compliance with P&C Accounting manual & other regulations
- Prepare annual budget
- Manage financial statements
- Pay accounts & maintain asset register
- Monitor wages & account management
- Ensure accounting is open & transparent

e: [excelsiorprimaryschoolpc@gmail.com](mailto:excelsiorprimaryschoolpc@gmail.com)

w: [www.excelsiorpspc.org.au](http://www.excelsiorpspc.org.au)

**Tuesday 3 February at 2PM**  
**Excelsior Staff Room**