



OLOL Parents and Friends Association

Annual General Meeting

Tuesday 21st November, 2023, 6:30pm

The Annual General Meeting of the OLOL Parents and Friends Association will be held on Tuesday 21st November, 2023 at 6:30 pm. All four core positions of the OLOL Parents and Friends Association will be declared vacant and an election will take place to determine the new nominations. Attached is a brief description of the duties of the Office Bearers. Please note the AGM will follow the General Parents and Friends Meeting.

You are invited to cast your nomination for any of the Core positions. Your nomination will need to be seconded by one other person.

Please complete the form and enclose it in an envelope marked "Confidential" to the attention of "The Principal, Nominations for the OLOL Parents and Friends Core Group.", and hand deliver to the school office, or scan and email to the Principal at shaskins@parra.catholic.edu.au, no later than Tuesday 21st November 2023 at 3:30pm.

Duties of Core Group Office Bearers

President

- Presides as Chairperson at all meetings
- Ensures the smooth running of all meetings
- Ensures the meetings run on time
- Prepares the agenda for General Meetings/Annual General Meetings in collaboration with the other members of the Core Group
- Liaises with the Principal and Parish Priest to prepare the agenda for the Core Group Meetings
- Liaises with the Principal and Parish Priest at all times

Vice-President

- Assists the President in his/her duties as required
- Presides as Chairperson at meetings in the absence of the President

Secretary

- Takes minutes of all meetings
- Ensures minutes are signed by the Chairperson at the next meeting
- Receives and deals with correspondence
- Maintains copies of correspondence, bulletins and minute books
- Gives notice of the agenda to all members

Treasurer

- Receives all monies and keeps accurate records of monies received
- Obtains and keeps receipts for all monies paid by the Parent body
- Banks all monies received
- Presents at each General Meeting a statement of accounts showing receipts and expenditure for the period together with the current balance
- Presents at the Annual General Meeting an audited statement of accounts
- Presents at the Annual General Meeting an anticipated set of accounts for the year ahead (as approved by the Core Body} for approval or amendment by The Parent Body

The core group is also responsible for the organisation and hosting of, but not limited to the following events:

- Welcome BBQ
- Kindy first day morning tea
- Mothers Day Breakfast
- Fathers Day Breakfast
- Grandparents morning tea
- Teacher Appreciation lunch
- Christmas BBQ