

Our Lady of Mt Carmel Primary Parents and Friends Association



Dear Parents and Friends,

The Parents and Friends committee meets each term to discuss and organise upcoming events and to collaborate with the school and parish in the education of our children. We aim to support the school to better serve the students and provide a source of communication between the parish, the school and the parent body. Every parent and carer in the school is invited to attend our meetings to enable us to best represent the hopes, the concerns and the wishes we have for our children.

Our next meeting is our Annual General Meeting. We are seeking people who are interested in becoming involved in our executive committee.

We are seeking nominations for the following positions:

President: ensures that the needs and wishes of the parent body are given a voice and that good relationships are established with the Parish, principal and teachers.

Vice President: The key task of the Vice President is to support the President of the P&F Assoc. in their duties and to perform those duties in their absence.

Secretary: is responsible for the communication and correspondence of the organisation with the wider community ensuring that all communications from the Parents and Friends Association (P&F Assoc.) to the school community are as professional and informative as they can be.

Treasurer: is responsible for the accounts and reports on the finances of the Parents and Friends Association

Diocesan Parents Representative Council Representative: attends one Parents Representative Committee meeting a term and provides a report of that meeting to the Parents and Friends meetings.

Fundraising Committee: work together with the Parents and Friends Association to raise funds to be used by the school community

2nd Hand Uniform: provides a second-hand uniform service to the community

EXCELLENCE | HOSPITALITY | SERVICE





Social Committee: work together with the Parents and Friends Association (P & F Assoc.) to organise social events to bring the school community together

A complete job description for each role is available on the school website and a nomination form is attached to this letter. You can nominate yourself for a position or choose to nominate someone else. Please return your nominations to school by Monday 12th November

Our Annual General Meeting will be held Tuesday 13th November at 7:00pm. We are meeting in the library. A light supper will be provided. If for any reason you cannot attend and have something that you wish to have discussed at the meeting please feel free to put it in writing and send it to the office so that we can address your concerns. We hope you will be able to attend our meeting, even if you are not able to be part of our committee. We would love to see you there.

Please find the agenda for our next general meeting on the reverse side of this letter. We look forward to seeing you on Tuesday night.

Yours Sincerely,
Pauline Raad.
President.

2019 Parents and Friends Committee Nomination Form

Please return to the School Office by Monday 12th November

I nominate _____ for the position of

Signature: _____

I accept the nomination

Signature: _____

