

FACT SHEET 7: ANNUAL GENERAL MEETING

Each P&C Association is required, by its constitution, to hold an **Annual General Meeting (AGM)**.

The AGM is held in accordance with the association's by-laws (eg, time).

The AGM is advertised to the school community at least 14 days prior to being held. The notice should include the list of representative positions to be elected at the meeting.

All office-bearer positions are open for election at each AGM.

The association's by-laws will indicate if there is a limited tenure on any officer or representative position.

The minutes of the previous AGM are to be distributed prior to the AGM and endorsed at the AGM.

Prior to the AGM, the Treasurer must present to the auditor the records of the P&C for auditing. These records consist of minute book, cash book, deposit book, cheque book, receipt book, invoices and bank statements of the P&C Association and all its sub-committees. The audited financial statement will be presented to the AGM as the Treasurer's Report.

Incorporated P&C Associations must send a copy of their audited financial statements to the Federation within one month of their AGM.

The AGM consists of the President's Annual Report, the Treasurer's Annual Report and any other annual reports required as well as the election of office bearers and representatives.

Reports must be strictly relevant to the AGM as opposed to the general meeting which immediately follows the AGM. Any matters that come up in the minutes cannot be endorsed or followed up until the next meeting. In the case of the AGM, such matters would have to wait for a year.

The officer positions determined at the AGM, according to both the Standard and Prescribed Constitution, are:

- President
- Two Vice-Presidents
- Secretary
- Treasurer

No more than one officer position can be held by the same person.

Two people from the same family can hold office-bearer positions at the same time.



Office-bearers can be elected regardless of their place or type of employment.

Any other representative positions held by P&C members are elected at the AGM. These positions may include:

- Canteen sub-committee
- Uniform sub-committee
- Fundraising officer/sub-committee
- OOSH sub-committee
- Regional/sub-regional delegate
- NSW P&C Federation Annual Conference delegates

The auditor for the following year is determined at the AGM.

Only financial P&C members are eligible to stand for a position.

The AGM is chaired by the outgoing President until the ballot is held. The ballot is conducted by the Returning Officer. This position is determined by the meeting and is someone who plays no part in the election (ie. does not stand for a position). The Principal often takes this role.

On completion of the AGM the new office bearers take over and conduct a general meeting.

The minutes of the AGM are presented for acceptance at the next AGM, not the next general meeting.