



Quick Member Info

MEETING AGENDA

Do we need an Agenda?

Yes. A P&C Association has business that it needs to attend to when it meets such as tabling of reports, member register update and discussions and decision making. This activity is all able to be tabled on the Agenda.

Do we have to follow the Agenda?

Yes. The Secretary in consultation with the President set the Agenda and its purpose is to ensure that the work of the P&C Association gets attended to. Agendas help the meeting be productive and purposeful.

Is there one set Agenda for all P&C Associations?

No. The Agenda can be established to best suit the needs of the meeting and the members. While there is often no change to an order of business the P&C Association undertakes sometimes you may wish to schedule items according to what is better for the group, for example a guest speaker may be invited to speak early in the meeting.

Is there an Agenda that P&C Federation recommends?

Yes. The following is a typical order of business for P&C Associations. While it may not specifically suit every community it allows for the business of the P&C Association to be addressed;

Opening

Call meeting to order, welcome current members and introduce new members.
Welcome to country may be included as decided by the members.
Record attendance and apologies, and introduce any visitors.
Conflict of Interest Declaration.

Minutes

Read and confirm Minutes of the previous meeting.

Business Arising

Attend to any business arising from the previous meeting as indicated in the Minutes.

Correspondence

Share and notify of correspondence, both incoming and outgoing.

If you require further information or clarification contact P&C Federation's Member Services Team
mail@pandc.org.au or 1300 885 982

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Quick Member Info

Reports

Treasurer
Uniform
Representatives
Fundraising committees
Principal
Others

General Business

Discuss suggestions, ideas referred to and from committees.
Provide talks and presentations on particular subjects. These should be recorded in the minutes.
Deal with motions on notice. Identify motions to be discussed at the next meeting (and therefore placed on the next Agenda)

Closing

Announce date of next meeting.
Close meeting, indicating the time.

If I want to place something on the Agenda how can I do that?

Financial members of the P&C Association should submit their request to the Secretary in writing. The Secretary will place the item on the Agenda where it is most appropriate to be discussed.

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