

**LINDFIELD EAST PUBLIC SCHOOL
PARENTS' and CITIZENS' ASSOCIATION
ANNUAL GENERAL MEETING
AGENDA
25 February 2020**



- I. WELCOME

- II. CONFIRMATION OF MINUTES OF PREVIOUS AGM [19 Feb 2019]

- III. BUSINESS ARISING OUT OF MINUTES OF PREVIOUS AGM

- IV. PRESIDENT'S REPORT [inc events planned for 2020 and invite members ideas]

- V. TREASURER'S REPORT AND FINANCIAL STATEMENT

- VI. SUB-COMMITTEE ANNUAL REPORTS
 - a. Band Report
 - b. Uniform Shop
 - c. Creative Workshops
 - d. Parents Auxilliary
 - e. BASC Report

- VII. SETTING OF ANNUAL MEMBERSHIP FEE [reinstate \$1 payment for LEPS P&C membership of P&C Federation]

- VIII. ELECTION OF OFFICE BEARERS [and signing of bank authorisations]

- IX. ELECTION OF SUB-COMMITTEE OFFICERS AND OTHER P & C POSITIONS

- X. CLOSE

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OFFICE BEARERS			
RESPONSIBLE OFFICERS	2018	2019	2020
PRESIDENT	TRACEY RATH	TRACEY RATH	
VICE-PRESIDENT	ANTHONY MARRINER	TINI SINGH	
VICE-PRESIDENT	ALEX GODDARD	GABRIELLE MCCALLUM	
TREASURER	ANDREW JEFFERS	ANDREW JEFFERS	
SECRETARY	ANTHIA SHAW	ANTHIA SHAW	
CONVENERS			
BAND	ELISE LEE	JANE MAKEHAM	
FIELD & STAGE	EUGENIA HARTLEY	EUGENIA HARTLEY	
CANTEEN	VACANT	VACANT	
CREATIVE WORKSHOPS	KATE JEGAT	KATE JEGAT	
PARENTS' AUXILIARY	TANIA MORAN	ANNA ABDO	
STRING	CHARMAIN YAP	CHARMAIN YAP	
UNIFORM SHOP	VACANT	MEL KENT	
TECHNOLOGY	GRANT BOZIER	GRANT BOZIER	

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From the LEPS Constitution

- 1) The annual general meeting of the Association shall be held in February of each year, in conjunction with and preceding the ordinary general meeting for that month.
- 2) The agenda of the annual general meeting shall include setting the membership fee of the Association for the ensuing year and the election of the Executive Committee of the Association.
- 3) During the AGM, all P&C positions will be declared vacant. The Secretary shall act as the returning officer for the election of the President. Once elected, the President shall act as the returning officer for the remainder of the elections.
- 4) The Returning Officer shall:
 - a) Call for nominations (or where nominations are already closed, announce that fact and the name of the candidates) and verify the eligibility of those nominated;
 - b) After a reasonable interval, declare nominations closed;
 - c) If the number of candidates is equal to or less than the number of vacancies, declare all the candidates duly elected;
 - d) If the number of candidates is greater than the number of vacancies, announce the holding of an election and to give details as to how it will be conducted;
 - e) Identify those persons present who are entitled to vote;
 - f) Arrange for ballot papers to be distributed to those persons;
 - g) Check that all persons entitled to ballot papers have in fact received them;
 - h) Invite those holding ballot papers to mark them;
 - i) Arrange for the collection of the ballot papers;
 - j) Check that all ballot papers have in fact been collected;
 - k) Formally declare the ballot closed;
 - l) Arrange for the count of the ballot papers with scrutineers if requested by the nominees;
 - m) Announce to the result of the election and declare the successful candidate duly elected.