

Checklist - Before and after your P&F AGM

Before

- Find your **constitution** and read it (it tells you what to do at the AGM)
- Ensure the **audit** is done
- Put a nice **invitation** (reminder) in the newsletter to the whole school community – at least 2 weeks before
- Call for **nominations** for all executive positions – use a nomination form (see example attached)
- Agenda** for AGM (see your constitution)
- President's report** – prepare
- Principal's report** – prepare
- Treasurer's report** – prepare
- Minutes** of the last AGM – find and copy for the meeting
- Include some **social activity** (drinks and nibbles?)

After

- Write the minutes (secretary)
- Send name and contact details of the Executive to the P&F Federation office and Diocesan Council
- Introduce the new executive to the whole school community (newsletter)
- Do your yearly plan (first meeting)
- Contact your local members of parliament and local councillor – introduce yourselves and invite them to meetings - template letters are on the website under **For your P&F** (www.pandf.org.au)
- Executive meet with the Principal.

Example nomination form

.....School / College Parents and Friends Association

Annual General Meeting -(date)

Nomination for P&F Executive Position

Nominee:(print name) (you may nominate yourself)

Position (tick one)

- President
- Vice President
- Secretary
- Treasurer
- Diocesan Delegate

Nominated by: Name

Signature.....

Seconded by: Name.....

Signature.....