

# Westfields Sports Policies & Procedures



## Parents and Citizens (P&C)

The P&C is made up of parents, caregivers and citizens. The P&C Federation is committed to fostering the community partnership at every level within the NSW Department of Education and celebrating the achievements of the government school system.

Members of the P&C at Westfields Sports meet on the third Wednesday of each month and their role is to set policies and goals for the school according to the needs of students and the local community.

Membership is open to all parents of pupils attending the school and to all citizens within the school community. The Association shall maintain a register of members. A person whose name appears in the register and who has paid the annual subscription shall be a member of the association.

### Office Bearers

1. Executive Committee
2. The Officers shall consist of the President, two Vice Presidents, Treasurer and Secretary and shall be elected at the Annual General Meeting (AGM).
3. The President shall preside at all meetings. In the absence of the President one of the Vice Presidents shall preside. In the absence of the Presidents and the Vice Presidents, the Committee shall elect a Chairperson.
4. The Secretary shall attend meetings and keep a record of all business conducted. On relinquishing office the Secretary shall hand over records, minutes, account books etc. to the incoming Secretary.
5. The Treasurer shall receive and deposit monies, maintain records, draw cheques and present accounts to each General Meeting. The Treasurer will also present all records for auditing each year and shall hand over all records to the incoming Treasurer on relinquishing office.

### Annual General Meeting (AGM)

An Annual General Meeting shall be held once each calendar year at a date specified in the rules. At this meeting all Officer and other positions will become vacant and then be filled by nomination, and where necessary by ballot be members. All nominees shall be members of the the association. The audited statement of income and expenditure and Annual Report will be presented. A copy of the audited statement of income and expenditure, certified by the auditor, is to be forwarded to the NSW Federation of Parents and Citizens' Association of New South Wales within one month of the AGM, at which it is adopted.

### General Meetings

A general meeting shall be held on the third Wednesday of each month in the Meeting Room in A Block, unless otherwise changed.

Each Head Teacher will be assigned a meeting thought the year, where they will present their roles and responsibilities to the P&C.

### Quorum

The quorum at all meetings of the association shall be 6 members.

### Subscriptions

The annual subscription is currently set at \$2.00.