MORNINGSIDE STATE SCHOOL P&C ASSOCIATION
67 Pashen Street, Morningside QLD 4170. ABN 68 278 778 964

General Enquiries: ☎ 07 3908 2333 ✉ admin@msspandc.com.au
OSHC: ☎ 07 3899 9066 ✉ oshc@msspandc.com.au

Nomination Form

Nominate to be a member of Morningside State School P&C Committee and help build a stronger school community for the benefit of our children and families.

The Annual General Meeting for MSS P&C will be held annually in March. All committee positions will be vacated at the meeting. Please nominate for one of the positions listed below. Position descriptions can be found on page 2.

Executive Committee	**P&C Committee**	**OSHC** Sub- Committee	**Swim Club** Sub-Committee
President Vice-President Treasurer Assistant Treasurer Secretary Assistant Secretary	Fundraising Coordinator Grant Coordinator Preloved Uniform Coordinator Volunteer Coordinator Tuckshop Coordinator	Chairperson Treasurer Secretary	Chairperson Treasurer Secretary
Note: Swim Club Positions to be filled at Swim Club AGM			

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NOMINATION FORM

Name:.....

Child's current class:.....

Phone:.....

Email:.....

Position Nominating for:.....

Signature:.....

Please return to P&C Office or email your form to: admin@msspandc.com.au prior to the next AGM.

P&C Secretary Use:

Date Received:..... / ..... / ..... Date Accepted:..... / ..... / .....

Secretary's Signature: _____

Successfully elected ☐ Yes ☐ No ☐ Membership form received

Brief Description of P&C Positions

President	Chair P&C meetings Act as representative of the P&C Promote communication between P&C, School & the Community
Vice President	Provide assistance and support to the President, Treasurer and Secretary
Treasurer	Overall responsibility for the financial management of P&C including all subcommittee accounts Keep accurate accounts of receipts and expenditure Note: MSS P&C has Finance Manager assisting this role
Assistant Treasurer	Provide assistance and support to the Treasurer
Secretary	Prepare agendas and take minutes for P&C Meetings Record & manage correspondence in/out for the P&C Organise, record & maintain information relating to activities of the P&C
Assistant Secretary	Provide assistance and support to the Secretary
Fundraising Coordinator	Plan a yearly program of fundraising events for the school Coordinate the fundraising events
Grant Coordinator	Sourcing and writing grants for the benefit of Morningside State School
Preloved Uniform Coordinator	Coordinate the sale of preloved school uniforms and bags etc
Tuckshop Coordinator	Work with the tuckshop staff and volunteers to deliver a tuckshop service for the school
Volunteer Coordinator	Set up and maintain a volunteer register for fundraising and community events
OSHC Chairperson	As per President position above – specifically for OSHC
OSHC Treasurer	As per Treasurer position above – specifically for OSHC
OSHC Secretary	As per Secretary position above – specifically for OSHC
Swim Club Chairperson	As per President position above – specifically for Swim Club
Swim Club Treasurer	As per Treasurer position above – specifically for Swim Club
Swim Club Secretary	As per Secretary position above – specifically for Swim Club