

A big welcome from the Duffy Primary P&C to all new and returning families to Duffy Primary for 2021. We hope that your children are all settling happily into their school routine and are looking forward to a fabulous educational experience this year.

Notice of Annual General Meeting (AGM) and Second General Meeting for 2021

The P&C AGM will be held on **Tuesday 23 March** at **7pm** in the school staff room, followed immediately by the second general meeting for the year. The P&C will be putting on Pizza so please join us and email president@duffypandc.org.au if you have any special dietary requirements.

If you have any items you would like to add to the general meeting agenda please email them to secretary@duffypandc.org.au by 5pm Friday 19 March.

P&C Communications – Stay-In-Touch

The P&C has its own website, facebook page, and mailing list that we use to communicate upcoming events, fundraising opportunities, P&C meetings, and current topics of interest. These communications are separate to the school's newsletter and facebook page posts and we encourage all parents/carers to sign-up to these P&C communication channels to stay up-to-date with P&C events and activities.

Facebook: search for "**Duffy Primary Parents and Citizens Association**". Don't forget to "*Like*" the page and update your follow settings " (3 dots drop down list near the like button) to make sure you see all the posts.

Mailing List: The join our mailing list link is at the top of our facebook page and on the front of the P&C website. If you have any trouble signing up, you can also email secretary@duffypandc.org.au and ask to be added.

Website: www.duffypandc.org.au

New Executive Committee elections

We will be electing a new Executive Committee for the upcoming school year at the AGM – Some members of our current executive have advised they will not be standing for re-election this year.

The positions below are office bearers of the P&C and will attend the majority of P&C meetings (two per term) and are occasionally called upon to make quick "out of session" decisions in-between meetings. Being an office bearer in the P&C is a rewarding experience as you get to work closely with the Executive teaching staff and help decide the focus for fundraising activities and community events. For parents and carers attending meetings is a fantastic way to find out about things that are happening in and around the school. The office bearer Executive Committee positions for 2021 are:

President - The President's role is to chair all P&C meetings and represent the P&C within the school community.

Secretary - The Secretary is responsible for keeping records of all in-coming and out-going communications and take and distribute minutes of all general meetings.

Treasurer - The Treasurer is responsible to keep a record of and report on all monies spent and received. They are to prepare and present all material to the Auditor and present the Audited Financial Statements at the AGM.

Vice-President, Assistant Secretary, Assistant Treasurer - These roles are primarily to support the primary position and act in their role in their absence.

Preschool Representative - The Preschool Representative is a conduit for the Preschool Teachers to put forward specific ideas about the needs of the Preschool Unit. The role includes the coordination of the end of year celebration for the Preschool Unit.

Fundraising Committee Coordinator - This role is responsible for coordinating fundraising efforts. Whilst fundraising targets are set by the P&C as a whole, this role includes investigating and pursue fundraising opportunities for Duffy Primary School.

Uniform Shop Coordinator - This role works closely with the Treasurer and is responsible for maintenance of uniform shop processes and stock control.

Grants Officer - We are looking for a member with experience or an interest in writing grant applications. There are many government grants available within the ACT and we need a person to assist in seeking these out and writing submissions.

P&C Council Delegate - This position represents Duffy Primary P&C at the ACT Council of P&C's meetings (two per term) and provides an update back to the P&C on topics of interest.

If you are interested in a role, but are unable to attend the meeting, please do not hesitate to contact either myself (president@duffypandc.org.au) or our Secretary Cindy (secretary@duffypandc.org.au) for information or to nominate.

I look forward to seeing many of you at the meeting.

Cath Collins, P&C President