

21 April 2024

NOTICE OF ANNUAL GENERAL MEETING

The Annual General Meeting of Parents and Friends Association Inc. is to be held:

Date:

ANNUAL GENERAL MEETING, 03 JUNE 2024

Full name:
Email address:
Contact Phone:
Candidate Signature: Date: / / 2024

P&F Committee - Position nominating for (tick one):

- President
- Vice President
- Secretary
- Treasurer
- Event Coordinator

In addition, we are hoping to receive sufficient nominations to appoint a Shadow Vice-President, Shadow Secretary and Shadow Treasurer to support these positions. There are also up to 8 Year Level Coordinators roles for Years 9 to 12 available, the year level coordinator roles are direct appointments.

P&F Support Roles - Position nominating for (tick one):

- Shadow Vice President / Shadow Secretary / Shadow Treasurer (Circle nominated role)
- Year Level Coordinator -Years 9
- Year Level Coordinator -Years 10
- Year Level Coordinator -Years 11
- Year Level Coordinator -Years 12

Nomination Process:

1. Review attached position descriptions: These documents detail the responsibilities and expectations for each role.
2. Self-nominate by email: Each candidate for the election is entitled to provide the Association with a 250 word statement about themselves in relation to the candidate's election. Please address the criteria outlined in the position descriptions within your nomination. Any known issues that might affect your ability to perform designated tasks of the role or ability to attend meetings should be declared. Members wishing to nominate for Committee or a P&F Support Role must submit the nomination form and the optional 250 word statement to MHSparentsandfriends@gmail.com by 5:00pm Friday 24 May, 2024. P&F Committee and it's volunteers require a Victorian

P&F Committee Position Summaries

MHS P&F President

Role Description:

The President represents the P&F at various school functions including Welcome Day, Events, Parent Information Nights, and on other occasions, supports event co-ordinators and other office bearers, and (when required) enforces rules in various contexts (especially Social Media) to maintain a positive and supportive atmosphere as well as working with the school to ensure that we are fulfilling our role of building community and raising funds. The President is also responsible for the oversight and timeliness of all public5(l)1-o(rkin)5(g)4()TJETire 3/10 0 1* P&F Committee Position Summar

MHS P&F Secretary

Role Description:

The Secretary is responsible for all central communications (some of these may be delegated) subject to the approval of the President, as well as complying with legal requirements for the organisation including registration of officers and submission of documents, keeping and distributing minutes, managing documents, and submitting information to OURS on a as need basis.

The Secretary may delegate some portions of the role but retains responsibility (under the oversight of the President) for the functions listed below:

Primary Responsibilities & Skills:

- Take minutes at monthly meetings;
- Distribute minutes in a timely fashion after the meeting for action;
- Submit notices to OURS and to the school for upload to Compass;
- Check email at least 3 times per week and correspond with outside entities on behalf of the P&F;
- Communicate with members via email and other methods as agreed by the Committee;
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MHS P&F Year Level Co-ordinator

Description:

The Year Level Coordinator role will assist the P&F Committee to communicate with parents and friends of students in each year level. This includes using communication channels to encourage attendance at events and engage the parent community. There are up to 8 positions available (2 per Year level).

Primary Responsibilities & Skills:

- Attend monthly meetings;
- Send and receive communication for/to members for each event and submit to secretary information from each year level parent communities for discussion at the meetings eg guest speaker suggestions for events;
- Support the setting up and clean-up of events to ensure the P&F Committees have the required support;
- Co-ordinate and disseminate event promotions with the year level parents including promoting volunteer support.

Time Required:

Approximately 1-2 hours per fortnight.

Leadership within the P&F is crucial, and executive officer roles offer a rewarding avenue for contribution. However, the P&F wouldn't function without the dedication of a broader support network.

We welcome volunteers with a variety of skills and time commitments. If you're interested in supporting the P&F but an executive role doesn't suit your current needs, please reach out to us.

Contact Us:

Please send your name, phone number, email and son/sons name and year levels to:
mhsparentsandfriends@gmail.com



APPOINTMENT OF PROXY
ANNUAL GENERAL MEETING
03 June 2024

I, _____
of (address) _____

being a member entitled to vote at a general meeting of MHS Parents and Friends Association Inc., hereby appoint
(name of proxy) _____
of (address of proxy) _____

being a member of MHS Parents and Friends Association Inc., as my proxy to vote and speak on my behalf at the Annual General Meeting of the MHS Parents and Friends Association Inc., to be held at 6:00pm on 03 June, 2024 and at any adjournment of that meeting.

My proxy relates to _____

Signed _____
Date _____

Proxies must be received in writing to MHSparentsandfriends@gmail.com by 6:00pm Sunday 02 June, 2024.

Come join...

Melbourne High School Parents and Friends Association Inc.

Who we are:

A Volunteer Group of Melbourne High School Parents, Past Parents and Friends of the Melbourne High School Community

What we do:

We support the students and the school by:

- Operating the volunteer second hand uniform shop.
- Providing community events throughout the year.
- Volunteering for working bees at Millgrove and Forest Hill sites.
- Fund raising for important student and school requirements.
- Purchasing key student equipment eg bike helmets, camp amenities.

How we work:

We are all proud, unpaid volunteers giving up our time to "Honour the Work"!

We operate a small Executive Committee of members: President, Vice President, Secretary, Treasurer and Event Coordinator.

We meet monthly via Zoom or on the school site during term to run the association.

As a parent or charge of a Melbourne High student, you are automatically part of our Community.

Come along and support Melbourne High School through the Parents and Friends Association.