



**Bass Hill Public School**  
**Parents & Citizens Association**  
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11<sup>th</sup> March 2024

Dear Parents & Caregivers

The P&C would like to invite you all to our Annual General Meeting (AGM) which will be held on **Thursday 11<sup>th</sup> of April 2024 at 12pm.**

At this meeting the following positions will become vacant. A voting process will take place to fill these positions in.

- **President** – As President you will be in charge of running the committee. This includes organising and running meetings, overseeing the operations of the committee, and assisting in organising school the school's fundraisers.
- **Vice President** – The Vice President will assist the president in the running of the committee and the school fundraising.
- **Treasurer** – Will be responsible for the financial management of accounts for the committee, this will include paying invoices and wages. Please note that training will be provided.
- **Vice Treasurer** – This role requires you to help and assist the Treasurer in the management of financial accounts.
- **Secretary** – In this role you will be responsible for taking the minutes during our meetings and organising the notes for distribution regarding our fundraisers.
- **Uniform Shop Co Ordinator** – This position requires you to organise ordering of the school uniform, filling in orders and having the flexibility to open the shop on the allocated uniform days.

The P&C Community are a wonderful group of people who need your support to help continue to raise funds and assist our school. Everyone is more than welcome, and we look forward to seeing you all there.

P&C President  
Teresa Bateman

School Principal  
Amiee Jahshan