

CWPS Community Group Office Bearer Nomination Form

CWPS Community Group is a sub-committee of the school council. As per the 'Terms of Reference' (2018) that govern CWPS Community Group, all office bearer roles (president, vice-president, treasurer, and secretary) are free for nomination at the upcoming Annual General Meeting (AGM) on March 9. Any member from the school community can be nominated or self-nominate for an office bearer role.

Brief overview of roles:

President

The President will chair all meetings of the Sub-Committee and liaise with the Principal on the day-to-day operations of the Sub-Committee. The President will be a co-opted member of the School Council and will provide a report on all activities of the Sub-Committee prior to each scheduled meeting.

Vice-President

The Vice-President will assist the President in his / her responsibilities including chairing meetings of the Sub-Committee and as representative on the School Council in the President's absence.

Treasurer

The Treasurer will be responsible for the accounts and financial reporting of the Sub-Committee.

Secretary

The Secretary will keep a written record of all meetings and circulate the minutes as soon as possible thereafter to Members of the Sub-Committee who have provided an email address. Secretary is responsible for management of sub-committee email and correspondence.

How to nominate for a role within the CWPS Community Group:

1. Fill in slip below and return to the office or;
2. Email the community group cwpsc@ gmail.com with the information required on the slip.

CWPS Community Group Office Bearer Nomination Form

Please use capital letters.

Nominee Name:

Office Bearer Position (circle): President Vice-President Treasurer Secretary

Contact phone number or email:

Thank you for nominating to represent the CWPS Community Group.
Vote will take place at the AGM; you will be contacted of the result if not present.

PLEASE RETURN FORM TO THE OFFICE BY 4PM MARCH 8