

PAL EXECUTIVE POSITION NOMINATION FORM 2018

The Parent Association of Loreto (PAL) is the official representative of parents and guardians of students at the school. It is desirable to have parents/guardians of students at all year levels on the Executive Committee to be a truly representative body.

The following positions make up the Executive Committee of the Parent Association and we are currently seeking any parent or guardian who is interested in becoming involved in the Parent Association to submit a nomination for one of the Executive positions which will automatically be declared vacant at the AGM taking place on 22nd November, 2017.

At this time existing Executive Committee members will vacate their positions for the new elections to take place. In some instances previous Executive Committee members may choose to re-nominate for one of the positions, however this does not preclude any other interested party from nominating for this role. Alternatively, prior executive committee members may choose to resign and not re-stand for a vacant position.

In the event of several nominations being received in advance of the AGM for one or more Executive Committee member roles a secret ballot will be held during the AGM to elect one of the nominees to the position. (Nominees may address the AGM to provide an overview of their candidacy for an Executive Committee vacancy)

We would therefore ask if any parent (including any existing Committee members) who would like to nominate for a role on the Parent Association Executive Committee for 2018, to please complete the nomination form attached and submit at your earliest convenience.

Co-Presidents x 2	Co Vice Presidents x 2
Treasurer & Assistant Treasurer	Secretary/Assistant Secretary
Boarder Liaison Officer	Primary School Liaison Officer
General Member	General Member

Forward completed form to Karen Roberts, PAL Secretary via the PAL Tray at Main Reception, by mail to the school, or by email to kroberts@anmm.gov.au by no later than **Friday 17th November 2017**.

Note: If sufficient nominations are not received by this time, further nominations may be received at the Annual General Meeting.

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2017/2018 PAL Nomination Form	
Committee Position	
Nominee:	Phone Number:
Signature of Nominee:	
Proposer No 1:	Signature:
Proposer No 2:	Signature:

PAL Position Descriptions – Summary

Co-President (2)

- Chair meetings;
- Represent the Association at school events;
- Co-ordinator of Guest Speakers
- Liaise with the Principal or her nominee;
- Ensure the Association is run in accordance with the Constitution.
- Assist with PAL Events
- School newsletter entry co-ordination

Co-Vice President (2)

- Assist the Co-Presidents in carrying out the above duties
- Co-ordinate Year Parent Coordinator network
- Assist with PAL Events

Secretary / Assistant Secretary

- Executive and General PAL meeting Agenda Co-ordination
- Executive and General PAL meeting Minutes
- Monitor correspondence of the Association.
- Calendar coordinator
- Assist with PAL Events

Treasurer / Assistant Treasurer

- Ensure that all money due to the Association is collected and received and that all payments authorised by the Association are made;
- Keep the books and accounts of the Association.
- Co-ordination & Reconciliation of online banking deposits
- Assist with PAL Events

Boarder Liaison Officer

- Membership of the Boarder Parent Committee;
- Represent Boarder parents and guardians;
- Report to the Parent Association on boarder activities and issues.
- Assist with PAL Events

Primary Liaison Officer

- Represent Primary Parents and Guardians;
- Report to the Parent Association on Primary School activities and issues.
- Assist with PAL Events

General Position - Events (2)

- To foster relationships within the Loreto Normanhurst community.
- Central reference point for event procedures
- Provide event procedures from PAL Portal to event co-ordinators
- Assist with PAL Events