



# Quick Member Info

## ANNUAL GENERAL MEETING

### **Do we have to hold an AGM?**

Yes. Each P&C Association is required, by the Constitution it operates under to hold an Annual General Meeting (AGM).

### **When is our AGM?**

Yearly. The AGM is held according to your P&C Association's by-laws. The by-laws will state the time and date for the AGM.

### **Do we advertise the AGM?**

Yes. The AGM must be advertised to the school community at least 14 days prior to being held. The notice should include the Agenda items including a list of the positions to be elected.

### **Does an AGM have a quorum?**

Yes. The quorum is five if you have less than 50 financial members and 11 where you have more than 50 members.

### **What is an Audit Report?**

An audit report is the presentation of the annual report and balance sheet of the P&C Association's activities. An AGM cannot occur until the Auditor's Report is tabled.

### **We haven't got an Audit Report?**

Stop. No Auditors report available at the time of the AGM requires that the meeting must be closed and reconvened when Auditors report is finalised. No elections shall occur until the report is tabled.

### **When is the Auditor appointed?**

The auditor for the following year is determined at the AGM?

### **What other reports get tabled to an AGM?**

The AGM consists of the President's Annual Report, the Treasurer's Annual Report and any other Annual Reports required.

### **What other documents belong at the AGM?**

Lots. You should have copies of the Constitution, the by-laws and the policies and rules of the P&C Association at every meeting, AGM included.

### **Is the AGM where office bearers get elected?**

Yes. The office bearer and executive positions get elected at the AGM. As well as representative positions such as; School Finance/Merit Panels/Feeder school committee/School Welfare /Uniform sub-committee/Fundraising sub-committee/OOSH sub-committee/Canteen sub-committee.

If you require further information or clarification contact P&C Federation's Member Services Team  
[mail@pandc.org.au](mailto:mail@pandc.org.au) or 1300 885 982



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### **Who can be elected to a position?**

Only financial P&C members are eligible to stand and be elected to a position.

### **Who conducts the ballot?**

The ballot is conducted by the Returning Officer. The Principal is often invited to take this role otherwise it is determined by the meeting and is to be undertaken by someone who plays no part in the election (i.e. does not intend to stand for a position nor wishes to cast a vote).

### **Are there any restrictions on holding a position?**

The P&C Association's by-laws will indicate if there are any restrictions such as tenure for any representative position.

### **Can one person hold more than one office bearer position?**

No.

### **Can two members of the same family be office bearers at the same time?**

Yes.

### **Can school staff be members of the P&C Association?**

Yes.

### **Can P&C Association employees be members of the P&C Association?**

Yes.

### **Can P&C employees be elected to Officer Bearer positions?**

No. P&C Association employees cannot hold an office bearer or executive position.

### **When do the roles change hands?**

Immediately. Once the Returning Officer declares the ballots the office bearers commence their roles.

### **When do we present the AGM minutes for approval?**

The minutes of the AGM are presented for acceptance at either the next AGM or the next general meeting. Minutes are required to be circulated to members.

### **We didn't fill all of our positions?**

Not to worry. This makes the positions casual vacancies and you should place them on the Agenda for all meetings until members nominate to the roles. Make sure to promote the position and the duties to the whole school community.

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