**P&C Executive Member Details**

|  |  |
| --- | --- |
| **Name of P&C Association:** |  |
| **Date of Meeting:** |  |

**Requirements as per** [**the P&C association model constitution**](https://mpe.education.qld.gov.au/parents/Documents/pc-association-model-constitution.docx)**:**

13 **OFFICERS OF THE ASSOCIATION**

13.1 **Officers and Eligibility to Hold Office**

13.1.1 Subject to clauses 13.1.3, 13.1.4 and 13.3 below, at each annual general meeting of the Association, the members of the Association must elect the following Officers from its members:

a) a President

b) at least one Vice-President

c) a Secretary

d) a Treasurer

e) any additional Officers as decided by the Association.

13.1.2 The Officers of the Association hold office in an honorary capacity.

13.1.3 The office of Treasurer must not be held by a person who is the President or Secretary of the Association.

13.1.4 The Principal may not hold a position as an Officer of the Association.

13.1.5 Subject to the restrictions elsewhere in this Constitution, a retired Officer or former Officers are eligible for re-election.

13.1.6 Subject to the restrictions elsewhere in this Constitution, School staff are eligible for election as an Officer, although the number of relevant staff members of the School must not be more than one-third of the number of members of the executive committee.

13.1.7 No employee (including a contractor) of the Association or its subcommittees is eligible to hold a position as an Officer or as an executive member.

13.4 **Notification of Officers**

The Secretary of the Association must, as soon as practicable upon the formation of the Association and after each annual general meeting (or, in the case of an election to fill a casual vacancy, the relevant general meeting), give to the Director-General and to P&Cs Qld notice of the names and postal addresses or email addresses of the elected Officers.

**Details of the elected office bearers**

|  |
| --- |
| PRESIDENT |
| Name |  |
| Phone |  |
| Email |  |
| Address |  |
| VICE PRESIDENT |
| Name |  |
| Phone |  |
| Email |  |
| Address |  |
| VICE PRESIDENT 2 (where applicable) |
| Name |  |
| Phone |  |
| Email |  |
| Address |  |
| SECRETARY |
| Name |  |
| Phone |  |
| Email |  |
| Address |  |
| TREASURER |
| Name |  |
| Phone |  |
| Email |  |
| Address |  |

**P&C Employee/s**

|  |  |
| --- | --- |
| **Name**  | **Position** |
|   |  |
|  |  |
|  |  |

This certification is to be completed by the President of the Association to acknowledge the requirements as per the constitution of eligibility and notification have been met.

|  |  |  |  |
| --- | --- | --- | --- |
| **President’s signature:** |  | **Date:** |   |

A copy of this signed document is to be provided to the school Principal and a copy to the relevant Regional Director.