



St. Cecilia's Catholic Primary School Parents and Friends Association

Dear Parents/Guardians,

St. Cecilia's P&F Annual General Meeting for 2021 will be held on Monday 29th November at 6:30PM in the school library. All are welcome to attend and light refreshments will be provided.

We are seeking nominations for the following positions for 2022.

- **President** - Chair meetings, act on behalf of the P&F in various situations
- **Vice President** - Assist and act as proxy for the President when the President is unavailable.
- **Treasurer** - Keep financial records and be responsible for the payment of accounts. Provide a financial report for the monthly meeting.
- **Secretary** - Take meeting minutes and circulate minutes prior to the next meeting. Receive and distribute correspondence.

Participating in our P&F is as simple as attending a meeting once a month, where you can express your views on matters related to St. Cecilia's Catholic Primary School. The outcomes of P&F meetings benefit the students and staff to improve educational activities, facilities, equipment and most importantly to have a fabulous school community.

If you would like to nominate yourself or a friend for the above positions, please fill the form and return to school office by Friday 26th November.

Yours Sincerely

Robert Palladino
Principal

Faith Family Friendship



P&F Nomination Form

Position nominating for:

- PRESIDENT
- VICE PRESIDENT
- TREASURER
- SECRETARY
- GENERAL COMMITTEE MEMBER

(Please circle) **I will** OR **will not** be able to attend AGM on Monday 29th November

Self-nomination

Name: _____

Contact: _____

Signature: _____

OR

I _____ hereby wish to nominate _____

Contact: _____

Signature: _____

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