

# Meetings

## Annual General Meeting

P&Cs are required to hold their Annual General Meeting by the end of March every year. The P&C Secretary must provide at least 14 days' notice of when and where the meeting is to be held. The date for the AGM should be determined at the last general meeting of the financial year.

The AGM is held so the P&C Association can:

- receive and adopt the associations' audited financial statements
- report activities of the previous year to the members
- accept new and renew existing memberships for the association
- elect an executive committee
- confirm continuance of existing subcommittees and/or establish new subcommittees
- appoint an auditor for the coming financial year
- adopt the Student Protection Risk Management Strategy
- adopt a new version of the Constitution if needed
- award life membership to the P&C – if any.

The audited financial statements of the P&C MUST be tabled at the AGM.

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### **Notice of AGM**

The P&C Secretary must provide at least 14 days' notice of when and where the AGM is to be held. This notice must be in writing to all members of the P&C and also to the school community via the school's newsletter, noticeboard, Facebook page, etc. The AGM can be held in-person, virtually or as a hybrid (combining both in-person and virtual attendance).

[Notice of AGM template](#)

## **Agenda for the AGM**

The AGM agenda is listed in the [Constitution, Section 21.3.9](#)

[Annual General Meeting Agenda Breakdown](#)

[AGM minutes template](#)

P&Cs have a high priority on student safety. [The Student Protection Risk Management Strategy](#) must be adopted at each AGM.

[Student Protection Risk Management Strategy](#)

[Compliance Report](#)

Become a P&C Member at the AGM

Applications for new/renewed memberships are accepted at the AGM. A completed membership form can be handed to the secretary prior to the meeting.

[Application for P&C Membership Form with Code of Conduct for P&C Associations](#)

Election of the Executive Committee

At the AGM, the P&C members present must elect an Executive Committee. The Executive Committee consists of the following officers:

- a President
- at least one Vice-President
- a Secretary
- a Treasurer
- any additional officers as decided by the association

How is the election conducted?

If there is only one nomination for the position, the nominee will only be elected if they receive the votes of a majority of the members present. If there is more than one nomination for a position, a secret ballot is held with the nominee who receives the majority of votes elected to office. The meeting should appoint persons not standing for positions to act as the returning officer for the secret ballot.

Can people not attending the AGM nominate for officer positions?

Yes, people can be nominated for executive positions without being at the AGM. Prior to the AGM the nominee should provide both an [Application for P&C Membership form](#) and an [Executive Officer Nomination Form](#) to the P&C – they can also let the Principal know verbally of their nomination intention. Without the membership form they will not become a member at the AGM and not be eligible to nominate for an executive position.

## **Quorum for the AGM**

The quorum number required for the AGM is listed in your [Constitution, Section 21.3.4](#). This is one area of the Constitution that should be individualised for your own P&C. We recommend choosing a number that is based on the average attendance at your AGMs and is achievable – for example, if you usually have around 15-20 people attending the AGM, your quorum could be “9”. Choosing an odd number reduces the likelihood of a tied vote.

No business of the AGM will be conducted unless a quorum of members is present. If a quorum is not present, then the meeting will be adjourned. If a quorum lapses during the AGM, the meeting will be adjourned.

## **Non-Profit Sub-Entity (NPSE)**

If your P&C has nominated a P&C business or activity as a NPSE, we recommend reconfirming this as part of the annual Treasurer's report so that all P&C Members are aware. The Accounting Manual has further information regarding Non-Profit Sub-Entities.

## **Honorary Life Membership**

Life membership is an honour awarded to a P&C member in recognition of an extraordinary contribution to the Parents & Citizens' Association. This award enables the P&C Association to publicly express appreciation, encourage long-term participation within the P&C, and acknowledge and define exemplary standards of service. Nominations for Honorary Life Membership are voted on during the AGM.<sup>†</sup> and list any additional tasks/documents, etc specific to your P&C's operations.

## After The AGM

- NOTE: The Transmission report has been replaced with the [Annual Financial Reporting Requirements](#)
- Send a copy of your audited financial statements (which should include the signed [Certificate of the President, Secretary and Treasurer](#) AND the signed Auditor's Certification) and the [Executive Members Details Form](#) to your regional office of the Department of Education. Keep a copy for the P&C and also give a copy to the Principal. If you are an Independent Public School, then only your Principal gets a copy – not the Department.
- Let us know who your 2025 Executive Committee are via the [online form](#).
- Update the redirection for your generic P&C email address (pandc@yourschool.eq.edu.au) with the schools MIS Administrator – see [information here](#).
- Notify the bank of any new account signatories.
- Update the P&C's Executive Officer details for your ABN with the Australian Tax Office (ATO) and link the new officer to the P&C's RAM to access the ATO Business Portal.
- If you operate an OSHC, update your Approved Providers for the service.
- Handover all P&C documents and passwords to the new executive. See our [Handover Checklist](#) and list any additional tasks/documents, etc specific to your P&C's operations.

## Contact Us:

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