



# Wiley Park Public School

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## 2025 P&C Elections – Nomination Form

The executive committee is the leadership team that steers the association and sub committees towards their goals. It consists of the President, Vice President, Secretary, Treasurer and up to 6 elected Association members.

To be nominated for a position you must have 2 people nominate you. You may nominate yourself.

**NOMINATION FORMS CAN BE PICKED UP FROM THE OFFICE OR DOWNLOADED FROM OUR WEBSITE**  
**All nomination forms need to be handed in to the office by Friday 7 March with a gold coin**

The person nominated is to accept the nomination by signing.

Please indicate by a tick which position you wish to be considered for.

Your nomination must be seconded by a financial member and signed below.

	President	The President has the responsibility to ensure the successful functioning of the association. This includes achieving its goals, encouraging fair participation of all members and adherence to the constitution. They must run (Chair) all meetings and may represent the association at official functions and act as the association spokesperson.
	Vice President	The Vice President assists the President to lead and support the committee. If the President is unable to perform any of their duties, the Vice President will be asked to stand in their place.
	Secretary	The Secretary is the administrative officer of the association. They are required to attend all meetings, write the meeting agenda (in consultation with the President) and take notes during the meeting to produce the minutes of the meeting. It is the secretary's responsibility to keep records of correspondence and other information.
	Treasurer	The Treasurer is responsible for sound financial management of the association. The treasurer keeps records of all monies in and out and must present a formal financial statement at every meeting.
	Other Positions	Often other committees such as fundraising committees are formed. Members of these committees are responsible for conducting the set objectives of that committee. Once the set objectives are reached that committee may no longer be required. Extra support may also be required from time to time to assist with special events.

I wish to nominate: \_\_\_\_\_

Nominated by: \_\_\_\_\_

Seconded: \_\_\_\_\_

Nominees name and signature: \_\_\_\_\_

If we have several nominations for a position, information regarding voting instruction will go home.