



## Nomination Form

I, \_\_\_\_\_ (name), hereby put forward myself for a position on the Core Group of the Our Lady of Lourdes Primary, Baulkham Hills Parents and Friends Association.

I wish to nominate myself for the following position(s):

President \_\_\_\_\_

*Seconded* \_\_\_\_\_

Vice President \_\_\_\_\_

*Seconded* \_\_\_\_\_

Secretary \_\_\_\_\_

*Seconded* \_\_\_\_\_

Treasurer \_\_\_\_\_

*Seconded* \_\_\_\_\_

Please complete the form and either enclose it in an envelope marked "Confidential" to the attention of "the Principal, Nominations for the OLOL Parent Body Core Group." and hand deliver to the school office, or scan and email to the Principal at [shaskins@parra.catholic.edu.au](mailto:shaskins@parra.catholic.edu.au).

## **LOLO Parents and Friends Association Sub-Committee Positions and Responsibilities**

### **LOLO Parents and Friends PRC Representative**

This vital position acts a conduit to understand key programs and activities that are happening throughout the diocese and how they may relate to Our Lady of Lourdes School and Parish.

Key activities involve:

- Representing our School at PRC General Meetings once a term. (4 meetings per year).
- Relaying any relevant information for these meetings in particular parent workshops to OLOL Parent Community via the weekly OLOL Newsletters.
- Attend and provide written reports at the OLOL Parent Group Meetings held each term. (4 meetings per year).

### **LOLO Parish Liaison Officer**

This role requires active participation in the Parish and Parish Community with the primary responsibility of working collaboratively with the Parish Priests, Parish Staff, Pastoral Council, School Principal and the SRC Executive on ways of making the Family Ministry stronger.

Key activities include:

- Attend Parish Community meetings as required (4 per year).
- Act as the primary liaison officer between the Parish Priest, Parish Staff and the OLOL Executive Staff and OLOL Principal.
- Provide opportunities for the formation of families e.g. talks, discussion groups, faith and spiritual formation.
- Link families who connect with the Parish i.e. through the sacraments to the life of the Parish.
- Attend OLOL Parent Group Meetings each term and providing a written report for each of these meetings. (4 meetings per year).

### **LOLO Social & Fundraising Coordinator**

This role is vital in the planning, management and execution of events and activities which address the twin objectives of fostering school and community spirit together with raising money. This role requires support from the school community.

This role reports directly to the OLOL Parent Group President and final decisions lay with the core group in conjunction with the school principal.

Key activities include forming a Social & Fundraising Committee, where the coordinator will plan, manage, delegate and oversee ALL social & fundraising activities for the year, in conjunction with the OLOL Parent Core Group, including but not limited to the following 'standard events':

- Fete - every two years
- Fun Run
- Mother's Day Breakfast and Stall
- Father's Day Breakfast and Stall

In addition to the above, there should be a minimum of 1-2 social/fundraising events per term each year. This will ensure the continuity of school and community spirit and allow both parents and children the option of participating in varied activities.

All social & fundraising plans/events are to be discussed and agreed with the OLOL President to ensure that dates do not clash with School or Parish events or are in contravention of School ethos and principles.

- The Fundraising Sub Committee should meet once a term or at regular intervals to execute fundraising activities
- Work closely with the OLOL Parent Group Core Group submitting all social media/external communication to be approved in accordance with the principals and ethos of the school
- Attend OLOL Parent Group Meetings each term and provide a written report for each of these meetings (4 meetings per term)



## **Parameters for P&F Annual General Meeting**

Nomination forms will be made available fourteen days prior to the annual AGM.

### **Nominations**

- Nominations must be handed to the school office or scanned and emailed by 3:30pm on the day of the AGM
- Members of the P&F exec are not to second nominations
- Nominees who are absent from the AGM must accept before the AGM commences in writing, or in person, to accept the nomination, if elected
- People must be in attendance at the AGM to vote
- If a position attracts no nominees it is opened to the floor at the AGM, if there are still no nominees it is opened to the school community. If more than one person volunteers from the school community, a name will be selected randomly by the Principal and Assistant Principal
- Sub-committee nominations will be taken from the floor. If more than one person nominates themselves a secret ballot will take place

### **Voting**

- The quorum for an AGM shall be members, not including ex officio members
- Voting is open to parents, guardians of pupils of the school and parishioners of the parish
- If there is more than one nomination for a position, voting is done by secret ballot
- The Principal and Assistant Principal will conduct each election and declare the results. If one of them is absent another school exec member will assist
- In the event of a tied vote, a name will be selected randomly

### **Hand-Over**

After the AGM a hand-over will occur for each role as per the hand-over document for each role. This handover will be scheduled at a suitable time as close to the finalisation of Core Group roles as possible.