



# McDowall State School P&C Association

## Application for Membership

### 2021

Please complete and return to [secretary@mcdowallsspc.org.au](mailto:secretary@mcdowallsspc.org.au), hand it in to School Administration or bring it along to a P&C Association Meeting (4<sup>th</sup> Monday of each month from 7pm at OSH). Once you have completed it you will need to print it and sign it (in 3 places). Forms without a signature (in all three places) cannot be accepted. One person per form.

I apply for membership in the McDowall State School Parents and Citizens' Association and I undertake to:

- Promote the interests of and facilitate the development and further improvement of the School and the good order and management of the School; and
- Comply with the constitution of the P&C Association, including the P&C Association Code of Conduct as specified in Schedule 2 of the constitution and reproduced below, and any valid resolutions passed by the Association.

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone (m): \_\_\_\_\_ Phone (h): \_\_\_\_\_

Membership:  New  Renewing

I am.....  A parent of a student at school  
 A staff member at school  
 An adult interested in school's welfare

Signature:  Date: \_\_\_\_\_

I am over 18 years of age

Yes  No

I would like to receive correspondence from the P&C including meeting agendas and minutes by email

Yes  No

P&C Association Secretary Use Only

Date Received:

Date Accepted:

Entered in register

Signature:

## VOLUNTEER OPPORTUNITIES FOR 2021

All roles are declared vacant at the AGM (4<sup>th</sup> Monday in February). Please register your interest for involvement in the P&C Association in 2020 (you may choose more than one). If you would like further information please contact the President at [president@mcdowallsspc.org.au](mailto:president@mcdowallsspc.org.au). Please note indicating your interest on this form does not constitute a nomination. Formal nominations may be sent via email to [secretary@mcdowallsspc.org.au](mailto:secretary@mcdowallsspc.org.au) prior to the AGM or made in person at the AGM.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Executive Committee - President,<br>Vice President, Treasurer, Secretary | <input type="checkbox"/> Communications Coordinator   | <input type="checkbox"/> School Banking Coordinator |
| <input type="checkbox"/> Fundraising Coordinator  | <input type="checkbox"/> Book Club Coordinator        | <input type="checkbox"/> Web Administrator          |
| <input type="checkbox"/> Community Coordinator  | <input type="checkbox"/> Traffic & SafeSt Coordinator | <input type="checkbox"/> Event Coordinator          |
|   | <input type="checkbox"/> Tartan Network Coordinator   | <input type="checkbox"/> Tuckshop Volunteer         |

I am happy to have my contact details passed onto relevant committee members

## CONFIDENTIALITY STATEMENT

If, in the course of our interaction with the school community, we are exposed to information that is of a sensitive nature or information that is clearly confidential, I shall not repeat this information outside the school context. If I am concerned about an issue I will bring it to the attention of the school administration team.

Signature:

Date:

\_\_\_\_\_

Name:

\_\_\_\_\_

## CODE OF CONDUCT

This Code of Conduct clarifies the expected standards of all P&C Association members. It has been adopted to aid all members of our school community to work as a cohesive group in partnership with the school. The Code is intended to promote and maintain the highest standard of ethical behaviour by P&C Association members. Members of a P&C Association should adhere to the Code of Conduct at all times. This Code applies to each member of a P&C Association. P&C Association members are to:

- act in the best interest of the total school community at all times;
- conduct and present themselves in a professional manner and act ethically and with integrity at all times;
- act with courtesy and demonstrate respect for all persons, whether fellow P&C Association members, school staff, parents/ carers, students, community members;
- remain objective and avoid personal bias at all times;
- represent all members of the school community;
- engage the school and wider community in developing and effecting school priorities, policies and decisions in a manner that is consultative, respectful and fair;
- declare any conflicts of interest and not misuse their office to advance individual views or for personal gain;
- make fair, transparent and consistent decisions;
- provide objective and independent advice;
- listen and be tolerant of the views and opinions of others, even if those views and opinions differ from their own;
- treat official information with care and use it only for the purpose for which it was collected or authorised;
- respect confidentiality and information privacy (about the school, community members, staff or students) at all times and not disclose confidential information;
- not use confidential or privileged information to further personal interests;
- be responsive to the requirements of the school community;
- seek to achieve excellence in educational outcomes for all students at the school;
- listen and respond to issues and concerns regarding strategy and policy; and
- work within the boundaries of the education (General provisions) Act 2006, the Education (General provisions) Regulation 2006 and the Department of Education, Training and Employment's policies and procedures relevant to P&C Association operations.

Signature:

Date:

\_\_\_\_\_

## SKILLS REGISTER

From time to time, projects come up in the P&C Association that require technical or professional skill sets. We are trying to establish what skills are available within our school community that we can draw upon as needed. We would greatly appreciate you completing the questions below or click [here](#) to go to an online form now.

1. I have completed the online form  Yes  No

2. Which of the following jobs have you done or do now?

- Accountant / bookkeeper
- Administrative assistant / secretary
- Architect
- Bank teller
- Carpenter / Builder
- Computer Programmer
- Electrician
- Event organiser
- Human Resources
- Lawyer
- Management / Leadership
- Marketing and promotions
- Painter
- Plumber
- Public relations
- Sales
- Tiler
- Other

3. If a project or role came up in the P&C that requires your skills would it be OK if we contacted you about it?

- Yes  No