



21 April 2024

NOTICE OF ANNUAL GENERAL MEETING

The Annual General Meeting of Parents and Friends Association Inc. is to be held:

Date: Monday, 03 June 2024

Time: 6:00 PM

Location: Staff Education Centre, Round Building, Melbourne High School, Forrest Hill South Yarra and via Microsoft Teams (link to be provided).

The purpose of the meeting is to consider the following ordinary business:

- a. To confirm the minutes of the Annual General Meeting held on the 20 March, 2023 and any special general meeting held since then;
- b. To receive and consider:
 - (i) the annual report of the Committee on the activities of the Association during the 2023 year; and
 - (ii) the financial statements of the Association for the financial year ending 31 December 2023, submitted by the Committee in accordance with Part 7 of the Associations Incorporations Reform Act 2012;
- c. to elect members of the Committee;

The Annual General Meeting may also conduct any other business of which notice has been given and notified in writing.

Nomination of candidates for election to the committee must be returned to MHSparentsandfriends@gmail.com by 5:00pm Friday 24 May, 2024.

Members may appoint another member as a proxy for the meeting. Forms for the appointment of a proxy must be returned to MHSparentsandfriends@gmail.com by 6:00pm Sunday 02 June, 2024.

Members wishing to table matters to be added to the Agenda must submit these in writing to MHSparentsandfriends@gmail.com by 5:00pm Friday 24 May, 2024.

For more information about the upcoming AGM please email MHSparentsandfriends@gmail.com

Alternatively contact:

Interim President, Angelique Drew (Mobile: 0424 182 639) or

Secretary, Prabhathi Basnayake (Mobile: 0421 336 139).

Yours sincerely,

Angelique Drew

Interim President

MHS Parents and Friends Association



COMMITTEE MEMBER NOMINATION FORM

ANNUAL GENERAL MEETING, 03 JUNE 2024

Full name:
Email address:
Contact Phone:
Candidate Signature: Date: / / 2024

P&F Committee - Position nominating for (tick one):

- President
- Vice President
- Secretary
- Treasurer
- Event Coordinator

In addition, we are hoping to receive sufficient nominations to appoint a Shadow Vice-President, Shadow Secretary and Shadow Treasurer to support these positions. There are also up to 8 Year Level Coordinators roles for Years 9 to 12 available, the year level coordinator roles are direct appointments.

P&F Support Roles - Position nominating for (tick one):

- Shadow Vice President / Shadow Secretary / Shadow Treasurer (Circle nominated role)
- Year Level Coordinator -Years 9
- Year Level Coordinator -Years 10
- Year Level Coordinator -Years 11
- Year Level Coordinator -Years 12

Nomination Process:

- 1. Review attached position descriptions:** These documents detail the responsibilities and expectations for each role.
- 2. Self-nominate by email:** Each candidate for the election is entitled to provide the Association with a 250 word statement about themselves in relation to the candidate's election. Please address the criteria outlined in the position descriptions within your nomination. Any known issues that might affect your ability to perform designated tasks of the role or ability to attend meetings should be declared. Members wishing to nominate for Committee or a P&F Support Role must submit the nomination form and the optional 250 word statement to MHSparentsandfriends@gmail.com by 5:00pm Friday 24 May, 2024. P&F Committee and it's volunteers require a Victorian Working with Children Check.
- 3. Elections:** If there are more nominees than available positions, an election will be held at the Annual General Meeting. We encourage all interested parents and guardians to consider nominating themselves.

For more information please contact MHS P&F at MHSparentsandfriends@gmail.com
Let's work together to ensure a thriving P&F and a supportive environment for all MHS students.

Sincerely,
The MHS P&F Committee



P&F Committee Position Summaries

MHS P&F President

Role Description:

The President represents the P&F at various school functions including Welcome Day, Events, Parent Information Nights, and on other occasions, supports event co-ordinators and other office bearers, and (when required) enforces rules in various contexts (especially Social Media) to maintain a positive and supportive atmosphere as well as working with the school to ensure that we are fulfilling our role of building community and raising funds. The President is also responsible for the oversight and timeliness of all public communications.

Primary Responsibilities & Skills:

- Chair monthly meetings;
- Attend or provide a qualified substitute for: Welcome Day, Year 9 Parent Information Evening, Social Events;
- Liaise with school on P&F policy, problems, and other issues (usually involves monthly meetings) NB: The P&F does not have any jurisdiction over academic and staffing concerns, there are other avenues for those issues;
- Support and advise other executive or committee members as required;
- Support event coordinators as needed;
- Take disciplinary action (if required) to maintain our mission and a positive atmosphere;
- Take responsibility for decisions made by the P&F;
- Write annual report for The Unicorn and provide photos
- Approve payments from bank account.

Time Required:

Approximately 2-3 hours per week, plus meetings and events (Monday, other evenings & some weekends).

MHS P&F Vice-President

Role Description:

The Vice-President may substitute the President as required and should be familiar with all the President's duties in case of emergency. This may include school functions including Welcome Day, Events, and Parent Information Nights. Specific roles may be delegated to the vice-president by mutual agreement to help spread the workload and maintain a positive and supportive atmosphere as well as working with the school to ensure that we are fulfilling our role of building community and raising funds.

Primary Responsibilities & Skills:

- Attend monthly meetings;
- Act as interim President in the event that the President resigns due to unforeseen circumstances;
- Substitute the president as required at events and other P&F activities;
- Support and advise other executive or committee members as required;
- Support event coordinators as needed.

Time Required:

Approximately 1-2 hours per week, plus meetings and events (Monday, other evenings & some weekends).

The Vice-President has traditionally been actively involved in other activities including specific event roles and managing souvenirs.

Shadow MHS P&F Vice-President

The Shadow Vice President supports the Vice President and assists with the various responsibilities of the role with a view to understanding the position and gaining some experience of what the role entails.

MHS P&F Secretary

Role Description:

The Secretary is responsible for all central communications (some of these may be delegated) subject to the approval of the President, as well as complying with legal requirements for the organisation including registration of officers and submission of documents, keeping and distributing minutes, managing documents, and submitting information to OURS on a as need basis.

The Secretary may delegate some portions of the role but retains responsibility (under the oversight of the President) for the functions listed below:

Primary Responsibilities & Skills:

- Take minutes at monthly meetings;
- Distribute minutes in a timely fashion after the meeting for action;
- Submit notices to OURS and to the school for upload to Compass;
- Check email at least 3 times per week and correspond with outside entities on behalf of the P&F;
- Communicate with members via email and other methods as agreed by the Committee;
- Oversee or delegate the oversight of social media (Facebook, WeChat Groups, What's App Groups);
- Submit legal documents to Consumer Affairs Victoria (CAV) on behalf of the association after the AGM and comply with requirements in a timely fashion including but not limited to the CAV account lodgement;
- Circulate minutes and agenda at least 48 hours prior to each meeting;
- Support event coordinators as needed;
- Advise School Council of fundraising events;
- Maintain and organise files in Google Drive for reference (including photos of events and event information and documents).

Time Required:

Approximately 1-2 hours per week, plus meetings and events (Monday, other evenings & some weekends).

Shadow MHS P&F Secretary

The Shadow Secretary supports the Secretary and assists with the various responsibilities of the role with a view to understanding the position and what the role entails.

MHS P&F Treasurer

Description:

The Treasurer keeps the accounts for P&F on the P&F cloud based account (using MYOB), controls and authorises payments, and maintains stock records for souvenirs and the Second Hand Uniform Shop (SHUS). The Treasurer is also responsible for providing a float and assisting with sales at events.

Primary Responsibilities & Skills:

- Report at monthly meetings on finances including funds available for distribution;
- Attend or provide a qualified substitute at events to manage funds;
- Maintain oversight of bank accounts, set up payments;
- Manage stock and supervise stocktake (souvenirs, SHUS, Catering supplies etc.)
- Create and maintain logins for websites (SQUARE, GMAIL, TryBooking, ZOOM, WIX etc) including links to bank accounts
- Provide information and access for annual audit prior to AGM;
- Arrange an independent auditor, preferably pro bono, to review the annual accounts
- Support event coordinators as needed;
- Initiate payments from bank account for counter signature by other delegated officers.

Time Required:

Approximately 2 hours per month, plus meetings and events.

Shadow MHS P&F Treasurer

The Shadow Treasurer supports the Treasurer and assists with the various responsibilities of the role with a view to understanding the position and gaining some experience of what the role entails.

Event Coordinator

Planning and coordinating event details and aspects, including but not limited to catering, venue management, stakeholder engagement, event promotion, volunteer coordination and ticketing.

Time Required:

Approximately 3 hours per month, plus meetings and events.

MHS P&F Year Level Co-ordinator

Description:

The Year Level Coordinator role will assist the P&F Committee to communicate with parents and friends of students in each year level. This includes using communication channels to encourage attendance at events and engage the parent community. There are up to 8 positions available (2 per Year level).

Primary Responsibilities & Skills:

- Attend monthly meetings;
- Send and receive communication for/to members for each event and submit to secretary information from each year level parent communities for discussion at the meetings eg guest speaker suggestions for events;
- Support the setting up and clean-up of events to ensure the P&F Committees have the required support;
- Co-ordinate and disseminate event promotions with the year level parents including promoting volunteer support.

Time Required:

Approximately 1-2 hours per fortnight.

Leadership within the P&F is crucial, and executive officer roles offer a rewarding avenue for contribution. However, the P&F wouldn't function without the dedication of a broader support network.

We welcome volunteers with a variety of skills and time commitments. If you're interested in supporting the P&F but an executive role doesn't suit your current needs, please reach out to us.

Contact Us:

Please send your name, phone number, email and son/sons name and year levels to:
mhsparentsandfriends@gmail.com



APPOINTMENT OF PROXY

ANNUAL GENERAL MEETING

03 June 2024

I, _____

of (address) _____

being a member entitled to vote at a general meeting of MHS Parents and Friends Association Inc., hereby appoint

(name of proxy) _____

of (address of proxy) _____

being a member of MHS Parents and Friends Association Inc., as my proxy to vote and speak on my behalf at the Annual General Meeting of the MHS Parents and Friends Association Inc., to be held at 6:00pm on 03 June, 2024 and at any adjournment of that meeting.

My proxy relates to _____

Signed _____

Date _____

Proxies must be received in writing to MHSparentsandfriends@gmail.com by 6:00pm Sunday 02 June, 2024.



Come join...

Melbourne High School Parents and Friends Association Inc.

Who we are:

A Volunteer Group of Melbourne High School Parents, Past Parents and Friends of the Melbourne High School Community

What we do:

We support the students and the school by:

- Operating the volunteer second hand uniform shop.
- Providing community events throughout the year.
- Volunteering for working bees at Millgrove and Forest Hill sites.
- Fund raising for important student and school requirements.
- Purchasing key student equipment eg bike helmets, camp amenities.

How we work:

We are all proud, unpaid volunteers giving up our time to “Honour the Work”!

We operate a small Executive Committee of members: President, Vice President, Secretary, Treasurer and Event Coordinator.

We meet monthly via Zoom or on the school site during term to run the association.

As a parent or charge of a Melbourne High student, you are automatically part of our Community.

Come along and support Melbourne High School through the Parents and Friends Association.

Contact Us:

If you would like to join or volunteer your time please send your name, contact phone number, email address and son/s year level to: mhsparentsandfriends@gmail.com

Sincerely,
The MHS P&F Committee