



About Us

The Manly West Parents and Citizen’s Association supporting our school, our students, and our school community.

Griffiths Street
Balgowlah
NSW 2093

Contact our team

call 02 9948 2257
email www.manlywestpandc.org.au/contact-1
visit www.manlywestpandc.org.au

The Manly West P&C is proudly a not-for-profit organisation.



Manly West P&C Association Nomination and Declaration Form (Confidential)

OUR EXECUTIVE

Office Bearers

- President
- Vice President #1
- Vice President #2
- Secretary
- Treasurer

Additional Members

- Executive Member #1
- Executive Member #2
- Executive Member #3
- Executive Member #4
- Executive Member #5
- Executive Member #6

OUR SUB-COMMITTEES

- | | |
|--|--|
| <input type="checkbox"/> Band Convenor | <input type="checkbox"/> Events and Fundraising Convenor |
| <input type="checkbox"/> Band member (3) | <input type="checkbox"/> Events and Fundraising member (3) |
| <input type="checkbox"/> BASC Convenor | |
| <input type="checkbox"/> BASC Secretary | <input type="checkbox"/> Finance Convenor |
| <input type="checkbox"/> BASC Treasurer | <input type="checkbox"/> Finance committee members (3)
President and Treasurer included |
| <input type="checkbox"/> BASC committee member (3) | |
| <input type="checkbox"/> Canteen Convenor | <input type="checkbox"/> School Zone Safety Convenor |
| <input type="checkbox"/> Canteen committee members (3) | <input type="checkbox"/> School Zone Safety member (3) |
| <input type="checkbox"/> Enrichment Convenor | <input type="checkbox"/> Uniform Convenor |
| <input type="checkbox"/> Enrichment committee members (3) | <input type="checkbox"/> Uniform committee members (3) |
| <input type="checkbox"/> Environment Convenor | <input type="checkbox"/> Class Parent Representative |
| <input type="checkbox"/> Environment committee members (3)
Note Environment includes Kitchen Garden | <input type="checkbox"/> Sun Smart Representative |

Additional ad-hoc sub-committees can be formed as required

**Please complete the Nomination and Declaration forms on pages 2 and 3.
Nomination Forms are to be returned to the P&C Secretary or school office
before the next scheduled P&C Meeting**



All nominations must be seconded prior to voting taking place

Nominee Details

Position: _____

Name: _____

Email: _____

Phone: _____

To support my nomination for the above position I, _____
declare that:

- a. I am not insolvent or bankrupt
- b. I have not been convicted of an indictable offence in the promotion, formation, or management of a body corporate
- c. I have not been convicted of an offence involving fraud or dishonesty (punishable by imprisonment of 3 months or more) within the last 5 years
- d. I will submit a current working with children check number within one month of my appointment and provide to the Secretary
- e. I have paid my P&C Association fee of \$1 for one year's membership
- f. I understand that my contact information may be distributed to P&C members, school staff and parents at the school to facilitate my position.

Signed: _____ Date: _____

Secunder Details

Name: _____

Email: _____

Phone: _____

Conflict of Interest

A conflict of interest may include situations where the aims of the P&C Association and a committee member are incompatible, or where a committee member may derive direct or indirect personal benefit from actions or decisions made by the committee. Conflicts of interest may include financial and non-financial interests as well as the interests of family members, friends, or associates.

All committee members with an actual or potential conflict of interest must:

- a. disclose the nature and extent of any conflict of interest to the committee, when apparent; and
- b. disclose the nature and extent of any conflict of interest at the next General Meeting of the P&C.

A committee member with a conflict of interest must not participate in committee decisions of declared matters.

The committee may at a General Meeting decide that committee members must not partake in discussion of the declared matter and may request members leave the room.

(OPTIONAL - such a decision to be recorded in the minutes).

Conflict of Interest Declaration

I, _____ declare the following personal interest which may actually or potentially influence my duties as a member of the P&C Association committee

I will refrain from committee decisions on the above matters and will advise the committee and general meeting should any other conflict of interests arise.

Signed: _____ Date: _____

Completed form to be retained and kept with P&C records, by the P&C Secretary.

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