



## 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](http://www.manlywestpandc.org.au/contact-1)  
visit [www.manlywestpandc.org.au](http://www.manlywestpandc.org.au)

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



## Manly West P&C Association 2020 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/Chair  | <input type="checkbox"/> Finance Convenor/Chair  |
| <input type="checkbox"/> Band Representatives (3)   | <input type="checkbox"/> Finance Representatives (2)<br>Treasurer included in this group   |
| <input type="checkbox"/> BASC Convenor/Chair  | <input type="checkbox"/> Uniform Convenor/Chair  |
| <input type="checkbox"/> BASC Secretary   | <input type="checkbox"/> Uniform Representatives (3)   |
| <input type="checkbox"/> BASC Treasurer   |  |
| <input type="checkbox"/> BASC Representatives (3)   | <input type="checkbox"/> Class Parent Representative   |
| <input type="checkbox"/> Canteen Convenor/Chair   | <input type="checkbox"/> Sun Smart Representative  |
| <input type="checkbox"/> Canteen Representatives (3)  |  |
| <input type="checkbox"/> Environment Convenor/Chair   | <input type="checkbox"/> Ad hoc Sub-committees   |
| <input type="checkbox"/> Environment Representatives (3)<br>Environment includes Kitchen Garden | *Ad hoc sub-committees will be formed as needed. They may include, but not limited to, carnival, enrichment, events, fundraising, traffic and by project requirements. |

**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 by 3.20pm  
on Friday, 4 September 2020 or in person at the meeting on Tuesday, 8 September.**



***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: \_\_\_\_\_

## Seconder 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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