



## QUEENSLAND COUNCIL OF PARENTS & CITIZENS ASSOCIATIONS INC FACT SHEET



### **Changing of the Guard: AGM and change over Preparations**

P&C's Annual General Meetings take place from July to the following March, depending on your P&C end of financial year. In many cases that will mean a changing of the guard. While it is good to see new blood taking on important roles within schools, it often means a loss of the vital corporate knowledge and experience the P&C needs to keep on track.

Unfortunately many new P&C executives will not have received any sort of handover. Some may have been given a verbal "catch up", others will have received a bunch of papers but few will have the keys to the P&C filing cabinet that contains all of the important information that a P&C needs. If you really don't know what you have let yourself in for, what can you do? The best answer is to do what we tell our children to do ... LEARN. Learn where to find information, who to call when you need help, how you can do it to the best of your ability. As a new P&C executive you should make it your goal to learn the role you have been elected for, and ensure that there is a handover process in place so that whoever follows you is not put in the same situation.

Where can you go to find out about the job? You can approach your predecessor, continuing P&C executive members, your Principal, the Community Participation Officer in your District Office and the Regional District Office generally. For hands on, practical advice, you can't go past your QCPCA Regional team. They will be happy to coach new executive members on their roles and responsibilities and provide guidance at meetings. They have a wealth of experience in all aspects of P&C operations, so use their experience to get your team on track.

Having made contacts and gathered information the greatest tragedy would be to keep it to yourself, rather than pass it on. The most enduring legacy you can leave is a functional P&C Manual that covers the important aspects of how your P&C works, from how to prepare for an audit to where the barbeque for the sausage sizzle is kept. Keep alive the knowledge you have acquired. Maintaining and passing on records is one way that P&C's continually improve their operations, reducing time spent in meetings and spending more time getting on with the job.

If you are new in the job or newly re-elected, why not start developing your own manual that can hold your important notes and be passed on for the benefit of future executives.

### **Preparing for the AGM**

The P&C Treasurer should have all the P&C books up to date and ready for the auditor. Subcommittee Treasurers should be advised of their responsibility to get their books to the P&C Treasurer as soon as possible after the end of the P&C financial year to allow their books to be presented to the auditor for inclusion in the P&C audit. Audit needs to be completed and ready to be presented at the AGM.

The Treasurer should also be checking that the current auditor is the one to be proposed for the ensuing year. If not, then a new auditor should be sought, ready for recommendation at the AGM.

Secretaries should be ensuring that all minutes are completed and adopted minutes signed as a true and correct record by the P&C President. The minutes from the last AGM need to be ready and the President and the Secretary should be working on the AGM agenda.



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Subcommittees should be advised to meet and propose their recommendations for the new subcommittee executive to allow the Annual General Meeting to approve them. Also, any member of a subcommittee who cannot attend the AGM should put their request for membership to the P&C in writing, ready for the Secretary to present to the AGM for approval.

Once your AGM is completed, the P&C Secretary should advise, as soon as possible, the new executive details to QCPCA and Education Queensland District office. Education Qld also requires you to advise the name of your auditor for next year and to provide a copy of your P&C Audited Statements (incorporating all subcommittee information).

A list of a number of other items the current executive should ensure are ready for handover to the new executive members at the time of the Annual General Meeting are on the fact sheet called Hand-over checklist.

