



**THE ASSOCIATION OF THE PARENTS AND FRIENDS
OF MT ST MICHAEL'S COLLEGE, ASHGROVE**

67 Elimatta Drive
Ashgrove Q 4060
(07) 3858 4222

pandf@msm.qld.edu.au

2020 P&F COMMITTEE NOMINATION FORM

I wish to nominate for the position of

- President
- Vice-President
- Treasurer
- Secretary
- Mother's Luncheon Sub Committee Convenor (**see terms of reference below)

I will/will not be able to attend the AGM on 18 November 2019.

Signed:

Phone Contact:

Please return this to Ms Sharlene Fernandez, College Reception OR scan and send to pandf@msm.qld.edu.au by 11 November 2019

****Mother's Luncheon Terms of Reference:**

- These terms to be included in the nomination form for the Luncheon Committee
- Budget set early and approved by the Exec Committee (President, Vice, Treasurer, Secretary)
- Pre-contractual agreements between Venue and P&F must allow for reasonable cancellation and refund clause to minimise financial risk to P&F. This contract to be agreed to by the Exec Committee and signed by the Treasurer
- Date to be planned one year in advance to align with MSM calendar dates
- All expenditures must be approved by the Exec Committee before the purchase is made
- Reporting to occur at each P&F Meeting
- Mother's Lunch is held for the Foundation Scholarship Fund
- Convenor and Committee align with the school principles and values
- Open to current Mothers of the school in 2020
- Dispute resolution – through the P&F which discusses issues directly with the Principal of MSM
- Marketing through current P&F and MSM channels. Messaging must be consistent with school message
- Sponsorship/donations arrangements to be agreed to with the Exec Committee and adhered to