



**MT ST MICHAEL'S
COLLEGE**
UNDER THE STEWARDSHIP OF
MARY AIKENHEAD MINISTRIES

P&F Executive Committee Nomination Form

The Association of the Parents and Friends of Mt St Michael's College invites nominations for the 2022 Committee.

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 the 8 November 2021.

Signed:

Phone no

Please return this to MSM P & F c/- College Reception OR scan and send to pandf@msm.qld.edu.au by the **1 November 2021**.

****Mother's Luncheon Sub Committee Convenor Terms of Reference:**

- 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 of the event 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 2022
- 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