

Filling Office Bearer Positions

What if we don't get the positions filled at the Annual General Meeting?

Follow these steps to fill your P&C Office Bearer positions

At the start of the year the WACSSO office and State Councillors are frequently asked for advice on how to fill all Office Bearer positions. The election of a full Executive Committee is a requirement of the P&C Constitution (as approved by the Minister for Education). A P&C with vacant Office Bearer positions is not abiding by its Constitution, this means the P&C should not be holding events or approving expenditure of funds until all positions are filled.

Here are some ideas to implement to ensure this does not happen:

1. The current Executive should promote all the benefits of the P&C to the school community well in advance of the AGM. Put out a fact sheet covering: services run, money raised and all the community benefits of having a P&C.
2. The current Executive must also make it very clear what the school stands to lose if the Executive positions are not filled. Be positive, but blunt.
3. Promote the AGM well, make a big event of it and use a range of promotional pathways. Give plenty of notice (three weeks if possible).
4. Personally prompt people to fill positions and highlight why they would be a great fit. Be proactive.
5. Get the Principal on board to promote the P&C (an absolute must) – newsletters, school Facebook page, school app, website, school assemblies, etc.
6. Ask retiring executive members to be mentors for first term (or longer) and promise a comprehensive handover meeting.
7. Request all Office Bearers give an overview of their role at the start of the AGM.

Please contact the WACSSO office if you have further questions 6210 0100

