



APPLICATION FOR MEMBERSHIP 2016

Please complete and return to secretary@mcdowallss.com, hand it in to School Administration or bring it along to a P&C Meeting. Once you have completed it you will need to print it and sign it. Forms without a signature can not be accepted. One person per form.

I apply for membership in the McDowall State School Parents and Citizens' Association and I undertake to:

- Promote the interests of and facilitate the development and further improvement of the School and the good order and management of the School; and
- Comply with the constitution of the P&C Association, including the P&C Association Code of Conduct as specified in Schedule 2 of the constitution and reproduced below, and any valid resolutions passed by the Association.

Name

Address

Suburb

Postcode

Phone (m)

Phone (h)

E-mail

Membership

New

I am.....

Parent of a student at school

Renewing

Staff member at school

Adult interested in school's welfare

Signature

Date

I am over the age of 18 years

Yes

No

I would like to receive correspondence from the P&C including meeting agendas and minutes by email

Yes

No

P&C Secretary Use

Date received

Date accepted

Signature

Entered in register

Choice 1

POSITIONS VACANT IN 2016

Please select opportunities for involvement in the P&C Association in 2016 (you may choose more than one). Hover the mouse over the drop down box for a brief explanation of each role. If you would like further information please contact the President at president@mcdowallss.com.

P&C Secretary	Class representative (tartan network)
P&C Vice President	Promotions Coordinator
School Banking	Web Administrator
Book club	Event coordination
Working bees	Support the Grants team

I am happy to have my contact details passed onto relevant committee members

Yes

No

CONFIDENTIALITY STATEMENT

If, in the course of our interaction with the school community, we are exposed to information that is of a sensitive nature or information that is clearly confidential, I shall not repeat this information outside the school context. If I am concerned about an issue I will bring it to the attention of the school administration team.

Signature

Date

Name

CODE OF CONDUCT

This Code of Conduct clarifies the expected standards of all P&C Association members. It has been adopted to aid all members of our school community to work as a cohesive group in partnership with the school. The Code is intended to promote and maintain the highest standard of ethical behaviour by P&C Association members. Members of a P&C Association should adhere to the Code of Conduct at all times. This Code applies to each member of a P&C Association. P&C Association members are to:

- act in the best interest of the total school community at all times
- conduct and present themselves in a professional manner and act ethically and with integrity at all times
- act with courtesy and demonstrate respect for all persons, whether fellow P&C Association members, school staff, parents/carers, students, community members
- remain objective and avoid personal bias at all times
- represent all members of the school community
- engage the school and wider community in developing and effecting school priorities, policies and decisions in a manner that is consultative, respectful and fair
- declare any conflicts of interest and not misuse their office to advance individual views or for personal gain
- make fair, transparent and consistent decisions
- provide objective and independent advice
- listen and be tolerant of the views and opinions of others, even if those views and opinions differ from their own
- treat official information with care and use it only for the purpose for which it was collected or authorised
- respect confidentiality and information privacy (about the school, community members, staff or students) at all times and not disclose confidential information
- not use confidential or privileged information to further personal interests
- be responsive to the requirements of the school community
- seek to achieve excellence in educational outcomes for all students at the school
- listen and respond to issues and concerns regarding strategy and policy
- work within the boundaries of the education (General provisions) Act 2006, the Education (General provisions) Regulation 2006 and the Department of Education, Training and Employment's policies and procedures relevant to P&C Association operations.

Signature

Date



SKILLS REGISTER

From time to time, projects come up in the P&C that require particular technical or professional skill sets. We are trying to establish what skills are available within our school community that we can draw upon as needed. We would greatly appreciate you completing the questions below or [click here](#) to go to an online form now.

1. I have completed the online form

Yes No

2. Which of the following jobs have you done or do now?

Accountant / bookkeeper

Administrative assistant / secretary

Architect

Bank teller

Carpenter / Builder

Computer Programmer

Electrician

Event organiser

Human Resources

Lawyer

Management

Marketing and promotions

Painter

Plumber

Public relations

Sales

Tiler

Other

3. If a project or role came up in the P&C that requires your skills would it be OK if we contacted you about it?

Yes No