



P&C MEMBERSHIP FORM

The Shoal Bay Public School P&C Association is a not-for-profit Organisation which is established to promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation and to assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school.

Membership of the Shoal Bay Public School P&C Association is open to all parents and guardians of pupils attending the school and to all citizens. Shoal Bay Public School P&C Association is always keen to welcome new members and particularly members who access or have an interest in the services provided by the P&C Association, such as our OOSH and the Canteen and Uniform Shops.

Meetings are held the second Tuesday of each School month.

Shoal Bay Public School P&C Association operates sub-committees where your contribution would be greatly appreciated. Annual membership is \$2.00 and entitles you to be involved in the decision making of Shoal Bay Public School P&C Association. When you become a financial member, you agree to follow the Constitution, by-laws, Code of Conduct and sub-committee rules as adopted by the Shoal Bay Public School P&C Association, copies of these materials are available from the Shoal Bay Public School P&C Association Secretary at each meeting of the P&C Association.

You are recognised as a financial member of the Shoal Bay Public School P&C Association after the meeting closes at which you submit your payment. The Treasurer shall issue you a receipt for this payment, you should retain the receipt for the current P&C Association year as proof of your membership.

If you are interested in becoming a member, please complete the form below and bring it with you to the next meeting of the Shoal Bay Public School P&C Association. If you are unable to attend the next meeting but wish to become a member, please submit this form and payment to the Treasurer via the school front Office.

Shoal Bay Public School P&C Association thanks you for your interest.

Secretary- Sally Lawson

shoalbaypublicschool-main@pandcaffiliate.org.au



NAME: _____ (PLEASE PRINT CLEARLY)

CHILDS NAME: _____

SCHOOL COMMUNITY MEMBER TYPE: PARENT / CITIZEN (CIRCLE AS APPROPRIATE)

CONTACT PHONE NUMBER: _____

EMAIL ADDRESS: _____

INTERESTED IN VOLUNTEERING: YES / NO (CIRCLE AS APPROPRIATE)

INTERESTED IN VOLUNTEERING FOR: BBQS, RAFFLES, WORKING BEES, DISCOS
(CIRCLE AS APPROPRIATE)

(Please list anything additional)

SKILLS/TRADES: (Please list anything you would like to Offer) _____

I included/paid a payment of \$2.00 to become a financial member of the Shoal Bay Public School P&C Association.

I acknowledge that I am aware that I agree to follow the Constitution, by-laws, Code of Conduct and sub-committee rules as adopted by the Shoal Bay Public School P&C Association.

SIGNED: _____ **DATE:** _____

APPROVED BY: _____ **DATE:** _____

BANKING DETAILS:

Shoal Bay Public School P&C
BSB: 032 533
Account: 194 297
Reference: Last name & Membership

Please email confirmation of your payment to
Shoalbaypublicschool-main@pandcaffiliate.org.au



P&C ASSOCIATION CODE OF CONDUCT

The Code of Conduct applies to all financial members, volunteers and employees ('members') of *Shoal Bay Public School P&C Association* while undertaking any role or activity related to the Shoal Bay public School P&C Association.

The Principles

The Code of Conduct is based on the following fundamental ethical principles:

Respect for the Law

Shoal Bay Public School P&C Association members, in common with all citizens, are under the jurisdiction of the laws of the State and the Commonwealth and are obliged to observe such laws.

Respect for all Persons

Shoal Bay Public School P&C Association members are expected to treat students, school staff, and all members of the community equitably with dignity and respect. This involves, but is not limited to, the following:

- Tolerance of the views held by others which are different from your own
- Courtesy and responsiveness in dealing with others
- Fairness in supervising and dealing with other members
- Making decisions that are procedurally fair to all people according to the principles of natural justice
- Not discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction
- An awareness and respect for cultural difference
- Engaging in rational debate allowing for alternative points of view to be expressed
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation

Integrity

Shoal Bay Public School P&C Association members should be honest in carrying out their duties and avoid conflicts between their private interests and their P&C responsibilities with respect to:

- Personal relationships
- Financial relationships
- Receipt of gifts
- Outside work
- Use of confidential information obtained in the course of P&C duties
- External activities and public comment

Diligence

Shoal Bay Public School P&C Association members should carry out their duties in a professional and conscientious manner. This involves:

- Carrying out official decisions and policies faithfully and impartially
- Seeking to attain the highest possible standards of performance
- Exercising care for others in P&C related activities
- Ensuring outside interests do not interfere with a P&C member's duties or responsibilities
- Adhering to professional codes of conduct where applicable being encouraged to report fraud or corrupt conduct to an office bearing executive of the P&C and/or external authorities



Working with Children

- The Shoal Bay Public School P&C Association adheres to the government's Working with Children Check legislation and relevant procedures

Conflict of Interest

- P&C Association members must declare interests which conflict, either perceived or actual, with your P&C Association duties and activities.
- A conflict of interest may include, but is not limited to, an expressed personal value or belief, professional ethics, personal or professional relationships, financial or proprietary interests

Confidentiality

- Personal information about a member should not be disclosed without the consent of the member or there is a lawful authority for its disclosure
- Documents and information of the P&C Association should be placed in secure locations where possible and sensitive information should not be distributed without the President's consent.

Grievances, complaints and procedures

Breaches of this Code of Conduct or other policies of the P&C Association will be addressed by way of the Grievances, complaints and procedures policy. Violations may result in removal from the Shoal Bay Public School P&C Association.

Shoal Bay Public School P&C Association members should familiarise themselves with this Code of Conduct and endeavour to ensure that its principles are observed at all times.

ACKNOWLEDGEMENT

I have received, read, understand and will comply with the Shoal Bay Public School P & C's Code of Conduct Policy. Unless disclosed below, I have no knowledge of any violation or potential violation of this policy.

I understand that a violation of the Code of Conduct may result in disciplinary action, which may include termination of Membership

NAME(PRINT): _____

SIGNATURE: _____

WITNESSED BY NAME (PRINT): _____

ROLE: _____

DATE: _____

SIGNATURE: _____