



The Gap State High School Parents and Citizens Association

Application for P&C Membership for 2019

Please complete and return to the P&C secretary, the school office or email PandC@thegapshs.eq.edu.au

Name:

Address:

**Email
address:**

Home phone:

Mobile phone:

(*Please tick ✓ one option only)

I am*:

- a parent of a student attending the school
- a staff member of the school
- an adult interested in the school's welfare, and my date of birth is: _____

I am*:

- applying for NEW membership, OR
- RENEWING my membership

I apply for membership in The Gap SHS P&C Association and I undertake to:

- a) promote the interests of and facilitate the development and further improvement of the School and the good order and management of the School; and
- b) 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 any valid resolutions passed by the Association.

If a person has been convicted of an indictable offence, it is grounds for removal in accordance with the *Education (General Provision) Act 2006*.

Signature:.....

Date:.....

Code of Conduct for The Gap SHS P&C Association

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 2017* and the Department of Education's policies and procedures relevant to P&C Association operations.

Membership FAQs

Q. How do I join The Gap State High School P&C Association (P&C)?

A. Complete the Application for P&C Membership and return to the P&C secretary, the school office or email PandC@thegapshs.eq.edu.au

Q. I'm a P&C employee. Can I join the P&C?

A. Yes. However, when voting, P&C employees are reminded that in the event of a conflict of interest, they may not be able to vote.

Q. Do I have to attend a P&C meeting to apply for membership?

A. Yes, if it's a General Meeting, you must attend the meeting at which you wish your application to be considered UNLESS there are exceptional circumstances, which can be advised in writing. **BUT** if you are applying for membership at the Annual General Meeting (AGM), you do NOT need to attend the AGM.

Q. I was a member of the P&C last year. Do I need to apply again?

A. Yes, membership forms must be completed EVERY year for ALL members except P&C Honorary Life Members.

Q. Can I attend a general meeting and vote at that same meeting?

A. No. A membership application form can be submitted prior to the commencement of ANY general meeting. The membership will be processed as the last item on the agenda at that meeting. Once the membership has been accepted, the new member will be able to vote at future P&C meetings.

Q. Can I attend an AGM meeting and vote at that same meeting?

A. Yes