



# Craigislea State School

## Parent & Citizens Association (P&C)

### Application for Membership 2020

*Please complete and return this form to the P&C Secretary or Carol at the Hub - operations@craigisleapandc.org.au*

<b>Name</b>		
<b>Address</b>		
<b>Phone</b>	Home	
	Work	
	Mobile	
<b>Email</b>		
<b>Membership</b>	<input type="checkbox"/> New <input type="checkbox"/> Renewal	
<b>I am</b>	<input type="checkbox"/> a parent of a student attending the school <input type="checkbox"/> a staff member of the school <input type="checkbox"/> an adult (over 18 years old) interested in the school's welfare	
<b>I am happy for the P&amp;C to contact me</b>	<input type="checkbox"/> via phone and / or <input type="checkbox"/> via email (agenda, minutes and notices)	

I apply for membership of the Craigislea State School Parents and Citizens Association and I undertake to:

- Promote the interests of and facilitate the development and further improvement of the School
- Comply with the Constitution of the P&C Association, including the P&C Association Code of Conduct (overleaf) as specified in Schedule 2 of the Constitution, and any valid resolutions passed by the Association.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

P&C Secretary Use		
Date received	_____	Date accepted _____
Secretary signature _____		
Entered	<input type="checkbox"/> P&C Register	<input type="checkbox"/> Distribution List <input type="checkbox"/> Skills register



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#### **Code of Conduct for P&C Associations**

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 behavior 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 authorized
- 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.



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#### Skills Register (optional)

The P&C run various services and events and undertake many different projects that would benefit greatly from the technical or professional skills (be it amateur or professional) that our parent body possess. We would greatly appreciate you filling out the below questionnaire.

Do you have any of the below skills, or other skills that you believe could be of assistance to the P&C:

- |   |   |
|---|---|
| <input type="checkbox"/> Accounting / bookkeeping               | <input type="checkbox"/> Human Resources          |
| <input type="checkbox"/> Administrative assistant / secretarial | <input type="checkbox"/> Lawyer                   |
| <input type="checkbox"/> Architect                              | <input type="checkbox"/> Management               |
| <input type="checkbox"/> Carpentry / building                   | <input type="checkbox"/> Marketing and promotions |
| <input type="checkbox"/> Cooking                                | <input type="checkbox"/> Painting                 |
| <input type="checkbox"/> Computer / IT development              | <input type="checkbox"/> Photographer             |
| <input type="checkbox"/> Craft / sewing                         | <input type="checkbox"/> Plumber                  |
| <input type="checkbox"/> Electrician                            | <input type="checkbox"/> Public relations         |
| <input type="checkbox"/> Event organizing                       | <input type="checkbox"/> Sales                    |
| <input type="checkbox"/> Graphic designer                       | <input type="checkbox"/> Tiler                    |
| <br><input type="checkbox"/> Other                              |   |

If a P&C project or role comes up that would benefit from your technical or professional skills, would you be happy for us to contact you to see if you can help?

- ☐ Yes
- ☐ No

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_