



Surveyors Creek Public School

Parents & Citizens Association

Dear Parents,

We are currently seeking interest from a member of our community to take on the role of Treasurer for our P&C. At our recent AGM our current Treasurer has had to stand down due to personal reasons.

Candidates would preferably have experience as a bookkeeper and knowledge of basic Accounts Payables, Receivables and Bank Reconciliations. Reporting of the P&C accounts is required at each P&C meeting (twice a term). You would also need to work with our Canteen Manager, Fundraising Co-ordinator and liaise with school staff members.

As this is an Executive position it is crucial that it be filled for the P&C to continue next year. The P&C raises valuable funds which helps to improve our school and it also makes constructive contributions by providing feedback on many of the schools' programs.

If you are interested in the position can you please fill out the form below and return it into the School's front office.

Thank you,

Kind Regards,

Nicole Hancock

President

Name: -----

Students name & Class: -----

Preferred Contact No. & Time: -----