

Our Lady of Mercy College Heidelberg

Name

1. Our Lady

- G c) Develop the agenda/program for General meetings in consultation with the Executive.
 - d) Manage the Minute-taking at each

i m

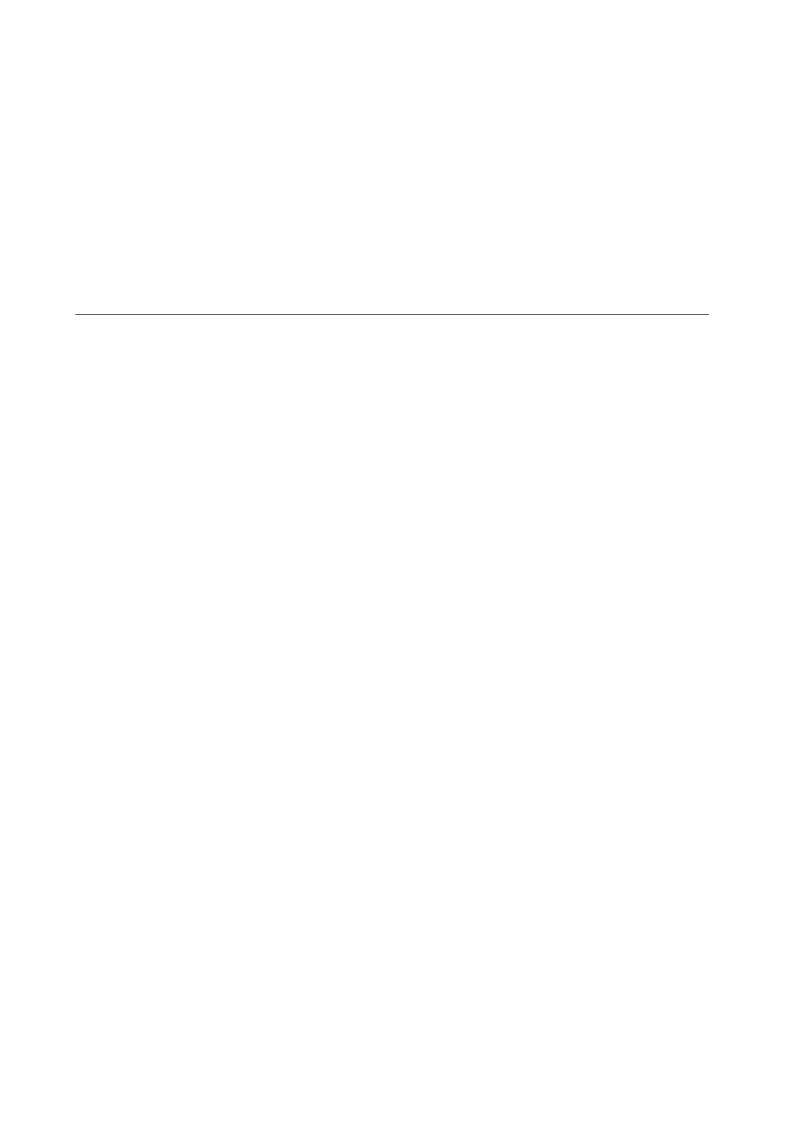
Roles/Objectives of General Committees

FUNDRAISING COMMITTEE

- 24. a) The Committee is coordinated by the Fundraising Officer who reports at each OLMC PA General meeting.
 - b) The Committee organises and conducts social functions throughout the year to raise money for OLMC PA Sponsored Projects and Community Care Projects.
 - c) The Committee, through the Fundraising Officer, liaises with the Principal's Representative regarding the timing and nature of fundraising activitiTJETQ104.1 644.02 434.32 30.18 reW*nBT,

Sponsored Projects

- 31. The OLMC PA will initiate activities to raise funds to support projects that the College is undertaking.
- 32. At the February General e meeting, the Principal or her/his Representative will present possible projects.
- 33. The Executive will decide which project(s) the OLMC PA will sponsor. The decision will be made by voting, with a majority of members of the Executive to vote in favour. One of the criteria for supporting a project is whether the costs of the project can be met by the OLMC PA.
- 34. Once the funding of a Minor or Major Project have been approved, pro



AGENDA

GENERAL MEETING

Date:		
	Time: 7.30pm	
Venue:		

- 1. Opening Prayer
- 2. Welcome/Introductions
- 3. Apologies
- 4. Minutes from last meeting Business Arising
- 5. Correspondence
- 6. Treasurer's Report
- 7. Finance Committee Update
- 8. Fundraising Committee Update
- 9. Social and Hospitality Committee Update
- 10. Community Care Committee Update
- 11. Publicity Update
- 12. Staff Representative Update
- 13. Other Business
- 14. Close / Next Meeting

AGENDA ANNUALGENERALMEETING

Date:		
	Time: 7.30pm	
Venue:		

- 1. Opening prayer
- 2. Welcome/Introductions
- 3. Apologies
- 4. Minutes from 20___Annual General Meeting

Followed by:

GENERAL MEETING

- 15. Minutes from last meeting Business Arising
- 16. Correspondence
- 17. Treasurer's Report
- 18. Fill . . . Th. BBBS

INVITATION FOR PARTICIPATION GENERAL

PROXY FORM

Pursuant to Rule 39 of the OLMC PA Cons	titution,
I, the undersigned,	
	Being an Executive member of the OLMC PA
(Insert name)	
hereby nominate	
	Being a Member of the OLMC PA
(Insert name)	
TO BE MY PROXY.	
At the	meeting on
(Nominate type of meeting)	(date of meeting)
Signature of PROXY DONOR	Dated /