

Annexure 3 – Committee member nomination (Clause 10)

NOMINATION FOR ELECTION FOR COMMITTEE MEMBER OF MLC SCHOOL PARENTS AND FRIENDS' ASSOCIATION (MLC SCHOOL P&F) 2026

I, of[address]

agree to be nominated as a candidate for election as a member of the MLC School P&F Committee. The offices and positions that I would like to undertake are listed below in order of preference. I support the MLC School P&F objectives and satisfy the criteria for taking a position on the Committee listed in clause 10.6 of the constitution of the MLC School P&F. I am a Friend

Member/Parent of in Year/s

Signature of nominee..... Date 2025

Positions nominated for	Order of preference (1, 2, 3, etc.)
President	
Vice-President	
Treasurer	
Secretary	
Community Relations Coordinator	
Merchandise Coordinator	
Senior School Representative	
Middle Years Representative	
Junior School Representative	

I,, a member of the MLC School Community, nominate the applicant as a candidate for election as a member of the MLC School P&F Committee.

Signature of proposer Date:.....2025

I,, a member of the MLC School Community, second the nomination of the applicant as a candidate for election as a member of the MLC School P&F Committee.

Signature of seconder Date:.....2025

Please return to P&F Secretary – pfsecretary@mlcsyd.nsw.edu.au

Annexure 4: Extracts from MLC School P&F Constitution relevant to becoming a member of the Committee.

9.4 An Office Bearer may hold up to 2 offices (other than both the President and Vice President offices).

10.1 Nominations of candidates for election as Office-Bearers of the Association (other than the Junior School P&F Group office bearers and Junior School P&F Group ordinary committee member whom are elected in accordance with Annexure 2) and Ordinary Committee Members:

- (a) must be made in writing, signed by 2 members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
- (b) must be delivered to the Secretary of the Association at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place, and
- (c) If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated are taken to be elected and further nominations for any remaining vacancies are to be received at the annual general meeting.

10.2 If insufficient further nominations are received at the annual general meeting, any vacant positions remaining on the Committee are taken to be casual vacancies.

10.3 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.

10.4 If the number of nominations exceed the number of vacancies to be filled, a ballot is to be held.

10.5 The ballot for the election of office-bearers is to be conducted at the annual general meeting in such usual and proper manner as the Committee may direct.

10.6 A person nominated as a candidate for election as an office-bearer of the Association or an ordinary committee member must:

- (a) be a member of the Association aged 18 or over,
- (b) be in good financial standing with the School at the time of nomination,
- (c) not have a conviction for an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months,
- (d) not be barred from working with children under the Child Protection (Working with Children) Regulation 2013 or any similar law in any jurisdiction,
- (e) not be prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the Corporations Act 2001 of the Commonwealth or any similar law in any jurisdiction, and
- (f) not be disqualified from being a responsible entity under the Australian Charities and Not-for-profits Commission Act 2012 and related regulations of the Commonwealth, or any similar law in any jurisdiction.

10.7 No member is entitled to hold any office or be an ordinary committee member representing the same school cohort for more than three consecutive years.

10.8 The Secretary will advise changes to elected Office Bearers of the Association to the Secretary of the School Council, for noting.

10.9 Members of the Committee will keep confidential all confidential business of the Committee, the School and the School Council.