



# வென்றவேதவில் தமிழ்க் கல்வி நிலையம் Wentworthville Tamil Study Centre Inc

PO Box 557 Wentworthville NSW 2145

info@wtsc.org.au

www.wtsc.org.au

## Notice of Annual General Meeting

Notice is hereby given to all Members that the Annual General Meeting of Wentworthville Tamil Study Centre Inc. to be held at 6 PM on Saturday **10<sup>th</sup> of December 2022** at Bowman Hall, 35 Cambell St, Blacktown NSW 2148 to conduct the following businesses:

### Agenda

1. President's Message
2. Secretary Report - 2022
3. Treasurer Report – Audited financial statement for the year ending 31 October 2022
4. Principal's Message
5. Consider & approve the Appointment of an Auditor for the Year 2023
6. New Committee Selection process 2023
7. Elective President Speech 2023

**Kind Regards**  
**Janane Sairuban**  
**Secretary**  
**Wentworthville Tamil Study Centre**

This Notice is issued on 18<sup>th</sup> November 2022



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நியமனப் பத்திரம் 2023

NOMINATION FORM 2023

PROPOSER: I ..... (full name)  
of ..... (address)  
, ..... (email address)  
being an eligible parent/guardian of Wentworthville Tamil Study Centre Inc. at the time of this nomination  
hereby nominate

..... (full name of the nominee)  
for the position of .....

Signature: ..... Date: .....

SECONDER: I ..... (full name)  
of ..... (address)  
, ..... (email address)  
being an eligible parent/guardian of Wentworthville Tamil Study Centre Inc. at the time of this nomination  
hereby second

..... (full name of the nominee)  
for the position of .....

Signature: ..... Date: .....

ACCEPTANCE OF NOMINATION:

I ..... (full name)  
of ..... (address)  
, ..... (Email address)  
, ..... (Mobile Phone Number)  
being an eligible parent/guardian of Wentworthville Tamil Study Centre Inc. having understood the  
responsibilities of the above position and accepting the nomination.

Signature: ..... Date: .....

**THIS FORM MUST REACH THE SECRETARY NOT LATER THAN  
5.30 PM ON SATURDAY 03<sup>rd</sup> OF DECEMBER 2022 BY HAND DURING SCHOOL HOURS OR  
BY EMAIL TO [secretary@wtsc.org.au](mailto:secretary@wtsc.org.au)**



## Rules Relating to Member Eligibility

### MEMBERSHIP QUALIFICATIONS

- 4.(1) All parents and guardians of children currently attending the school shall be members of the Centre.
- 4.(3) Teachers are ex-officio members of the centre and are entitled to attend meetings and vote on issues.
- 4.(4) Parents or Guardians whose children had not attended the centre for three months prior to the date of a meeting, shall participate in the proceedings of the meeting but shall not have the right to cast their votes without submitting a valid reason for their children's absence in writing to the secretary.
- 4.(5) All members of the centre shall be bound by the constitution of centre. as well as the Association Incorporation Act 1984 any Act that supersedes that.



### **Duties and Responsibilities – President**

#### **In addition to the responsibilities listed in the WTSC Constitution**

1. Overall Management of Wentworthville Tamil Study Centre.
2. Liaising with Principals and Teachers to run the school smoothly.
3. Handling escalated issues or disputes from Teachers/Members/Visitors
4. Trying to create the best safe working environment possible
5. Allocating tasks to the team and being able to delegate tasks to others.
6. Closely Working with Host School Principals for resources and handling complaints of teachers at the host school
7. External communication – (Community Languages Schools/Federation of Tamil Schools/Department of Education and other parties)
8. Opening and closing of Classrooms
9. Ensure all amenities are kept tidy on the school premises.
10. Capacity to be backup of any tasks (Physically / Professionally)
11. At a minimum, the ability to use Microsoft applications comfortably
12. He/she Should be easily approachable by anyone.
13. Positive attitude, Proactive member, and ability to work autonomously at times.
14. Able to work under pressure, handle criticism well & keep yourself cool, calm, and collected.
15. Good team member and able to follow Wentworthville Tamil Study Centre protocols and values.
16. Capable of working together as a team despite the differences
17. Working more effectively and accomplishing goals and Time management
18. Able to take Responsibility and accountability for the tasks you do
19. Dispute Management

### **Duties and Responsibilities – Vice President X 2:**

#### **In addition to the responsibilities listed in the WTSC Constitution**

1. Support President's tasks
2. Take ownership of tasks
3. Acting President whilst President's absent
4. Good team member and able to follow Wentworthville Tamil Study Centre protocols and values.
5. Capable of working together as a team despite the differences
6. Working more effectively and accomplishing goals and Time management
7. Able to take Responsibility and accountability for the tasks you do
8. Opening and closing of Classrooms
9. Ensure all amenities are kept tidy on the school premises.
10. Proactively pick up and do tasks that need to be completed on time
11. Capacity to be backup of any tasks (Physically / Professionally)
12. Regular attendance and commitment to volunteering.



### **Duties and Responsibilities – Secretary**

#### **In addition to the responsibilities listed in the WTSC Constitution**

1. Manage and assist with daily operations of WTSC
2. Manage monthly executive meetings and minute taking
3. Manage and respond to all email correspondences to info.WTSC.org.au
4. Manage the student details on Axcelerate
5. Ensure the online application and enrollments run smoothly
6. Ensure all mandatory Students' details are collected during the enrollment process
7. Manage the principal awards process
8. Ensure all stationaries are available in the office
9. Book Stock Keeping
10. Opening and closing of Classrooms
11. Community Languages schools Students' grant application
12. Dispute Management

### **Duties and Responsibilities – Assistant Secretary X 2**

#### **In addition to the responsibilities listed in the WTSC Constitution**

1. Support Secretary's tasks
2. Acting Secretary whilst Secretary's absent
3. Good team member and able to follow Wentworthville Tamil Study Centre protocols and values.
4. Capable of working together as a team despite the differences
5. Opening and closing of Classrooms
6. Miscellaneous Record Keeping
7. Any administrative support /inquiry handling
8. Able to take Responsibility and accountability for the tasks you do

### **Duties and Responsibilities – Treasurer:**

#### **In addition to the responsibilities listed in the WTSC Constitution**

1. Manage the Finance team to deliver all the fiance requirements of WTSC
2. Chair of the Finance Subcommittee and run SC meetings (at least one per term)
3. Prepare annual financial statements and reports for AGM
4. Prepare the annual budget for the calendar year / academic year of WTSC
5. Prepare monthly Budget V Forecast V Actual Report for Executive committee meetings
6. Manage Commbiz (banking) transactions
7. Manage General Ledger and General Ledger codes
8. Manage all the payable invoices and enter them in MYOB
9. Authorise Expense claims and Bank Transactions as the signatory of WTSC
10. Manage Monthly Teacher Travel Reimbursement records with the Principal's Team
11. Prepare and pay the quarterly Travel expense claim reimbursements
12. Liaise with External Auditor
13. Willing to learn and adopt new systems and process changes
14. Desirable System and SW application knowledge: MS Office, Google Office Suite, SMS (School Management System)
15. Opening and closing of Classrooms



## **Duties and Responsibilities – Assistant Treasurers X 2**

**In addition to the responsibilities listed in the WTSC Constitution**

### **Assistant Treasurer #1 (Accounts Receivable)**

1. Assist Finance Team in all duties whenever it's required
2. Manage all the Accounts receivable activities of WTSC Finance
3. Responsible for the Finance Desk operations during school hours
4. Responsible for the Cash counter operations during special events (e.g Kalaiviza)
5. Collect and process the student fees and issue receipts
6. Willing to learn and adopt new systems and process changes
7. Desirable System and SW application knowledge: MS Office, Google Office Suite, SMS (School Management System)
8. Opening and closing of Classrooms

### **Assistant Treasurer #2 (Accounts Payable & Asset Management)**

1. Assist Finance Team in all duties whenever it's required
2. Manage all expense claims and assist Treasurer in entering them in MYOB
3. Operating as an Asset manager of WTSC. Maintain all the Asset records
4. Willing to learn and adopt new systems and process changes
5. Desirable System and SW application knowledge: MS Office, Google Office Suite
6. Opening and closing of Classrooms

## **Duties and Responsibilities – Member:**

**In addition to the responsibilities listed in the WTSC Constitution**

1. He/she should be easily approachable by anyone.
2. Students' Safety and well being
3. Opening and closing of Classrooms (Roster)
4. Capable of doing any assigned tasks (Refreshments/ Safety/ Library Management)
5. At a minimum, the ability to use Microsoft applications comfortably
6. Positive attitude, Proactive member, and ability to work autonomously at times.
7. Able to work under pressure and, handle criticism well & keep yourself cool, calm, and collected.
8. Good team member and able to follow Wentworthville Tamil Study Centre protocols and values.
9. Capable of working together as a team despite the differences
10. Working more effectively and accomplishing goals and Time management
11. Able to take Responsibility and accountability for the tasks you do
12. Regular attendance and commitment to volunteering.