



## Notice of Annual General Meeting 2024

In accordance with clause 24.(1) of the Current Constitution, the members of the Wentworthville Tamil Study Centre Inc. are notified herewith the Annual General Meeting of Wentworthville Tamil Study Centre Inc. will be held at 5.00 PM on Saturday, 14 December 2024, at Bowman Hall, 35 Campbell St, Blacktown NSW 2148.

### Agenda

1. President's Message - 5 Min
2. Secretary's Report - 2024 - 5 min
3. Treasurer's Report – Audited Financial Statement for the Year Ending 31 October 2024 - 10 min
4. Principal's Message - 5 min
5. Consider and Approve the Appointment of an Auditor for the Year 2025 - 5 min
6. Member's notice regarding Management Committee [*Refer next page for details of the notice from a Parent*] - 10 min
7. New Committee Selection Process for 2025 - 15 min
8. Elected President's Speech - 5 min
9. End

**Date:** Saturday 14 December 2024

**Time:** 05.00 PM

**Venue:** Bowman Hall, 35 Campbell St, Blacktown NSW 2148

Kind Regards

Yasotharan Murugaiah

Secretary

Wentworthville Tamil Study Centre

*This Notice issued on 23 November 2024*



## Fwd: Request for Inclusion in the 2024 AGM Agenda

1 message

Haraan Pathmanathan [REDACTED]  
To: Secretary@wtsc.org.au  
Cc: Info <Info@wtsc.org.au>

22 November 2024 at 17:59

Dear Secretary

I would like referring the constitution condition 24.(4) of the Constitution of the Wentworthville Tamil Study Centre it s indicating as below

my unanimously agree to treat as an urgent matter.

24.(4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary, who shall include that business in the next notice calling a general meeting given after receipt of the notice from the member.

**Proposal is**

"That the 2025 Management Committee be empowered to propose amendments to the constitution to increase the term of the Management Committee from one year to two years and to make any necessary changes to give effect to this amendment. The proposed amendment shall be tabled for members' approval at the 2025 AGM and, if approved, shall take effect for the Management Committee elected at the 2025 AGM."

Thank you

----- Forwarded message -----

From: Haraan Pathmanathan [REDACTED]  
Date: Fri, Nov 22, 2024 at 4:29 PM  
Subject: Request for Inclusion in the 2024 AGM Agenda  
To: <secretary@wtsc.org.au>  
Cc: Info <info@wtsc.org.au>

Dear Secretary and Executive Committee Members of WTSC,

I kindly request the inclusion of the following item in the agenda for the 2024 Annual General Meeting:

### **Proposal**

"That the 2025 Management Committee be empowered to propose amendments to the constitution to increase the term of the Management Committee from one year to two years and to make any necessary changes to give effect to this amendment. The proposed amendment shall be tabled for members' approval at the 2025 AGM and, if approved, shall take effect for the Management Committee elected at the 2025 AGM."

Thank you for considering this request

Please let me know if you require any further information.

Regards,

Haraan Pathmanathan

Parent



## நியமனப் பத்திரம் 2025 / NOMINATION FORM 2025

### PROPOSER:

I .....(full name) of  
..... (address)  
.....(email address & phone number)  
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 & phone number)  
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: .....

### NOMINEE: ACCEPTANCE OF NOMINATION:

I .....(full name) of  
..... (address)  
.....(email address & 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 07 DECEMBER  
2024 BY HAND DURING SCHOOL HOURS AT GIRRAWEEEN PUBLIC SCHOOL (GPS CAMPUS) OR BY  
EMAIL TO [secretary@wtsc.org.au](mailto:secretary@wtsc.org.au).**



## **Rules Relating to Member Eligibility**

### **Membership Qualifications**

- Clause 4.(1) All parents and guardians of children currently attending the school shall be members of the Centre.
- Clause 4.(3) Teachers are ex-officio members of the centre and are entitled to attend meetings and vote on issues.
- Clause 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.
- Clause 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.

### **Below positions are Available:**

- 1) President
- 2) Vice Presidents: 2 Positions
- 3) Secretary
- 4) Assistant Secretaries: 2 Positions
- 5) Treasurer
- 6) Assistant Treasurers: 2 Positions
- 7) Executive Members: 6 Positions



## Duties and Responsibilities

### Part A: Duties of the Executive Committee as per Clause 15 of the Current Constitution

#### 1. President :

- a) Chairs the meetings;
- b) Keeps close contact with, the day school and coordinates with the principal of the Centre;
- c) Represents the school at official functions;
- d) Carryout duties as per rule 41.(3);
- e) One of the signatories of the bank account;
- f) Decision making in the day to day administration of the school;
- g) The ex-officio member in all three sub-committees;
- h) Delegate responsibility to committee members to assist in functioning of the committee; and
- i) Shall have the right to control debate discussion.

#### 2. Vice Presidents: (x 2 Positions)

- a) Heads the cultural sub-committee;
- b) Chairs meetings in the absence of the president;
- c) Assists the president, secretary and Treasurer;
- d) One of the signatories of the bank account in the absence of the president;

#### 3. Secretary;

- i. Shall as soon as practicable after being appointed as secretary, lodge a notice with the Centre of his or her address;
- ii.
  - a) Prepares the agenda for the meeting;
  - b) Takes accurate minutes of all meetings and of names of the members present at meetings;
  - c) Notices the Executive Committee meetings, A.G.M, general meetings and items of the agenda;
  - d) Collects mail, copies if necessary and distributes it appropriately;
  - e) Responsible for the school records, membership lists, (e)students lists, etc; and for a period of 2 years if the Centre ceased to exist;
  - f) Fills in forms and supplies information to government departments when required;
  - g) Correspondents with departments, other institutions, and individuals on school matters as decided by the executive committee;
  - h) Keep a record of all inward and outward letters and emails on paper or electronic;
  - i) One of the signatories to the bank account;
  - j) Responsible for the distribution and display of the minutes on Saturday school notice board;
- iii. Minutes of proceedings at a meeting shall be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.



#### 4. Treasurer;

- a) Heads the financial sub-committee;
- b) Responsible for major purchase of school items as decided by the Executive Committee;
- c) Authorised expenditure as stated In clause 19.113)1b);
- d) Keeps the school account in order .and up to date and deposits all money -as soon as-practicable to the credit of the Centres bank account;
- e) Issues receipts for donations paid as soon as practicable;
- f) Submits a financial statement al each executive meetings which shows monthly income and expenditure;
- g) Submission of audited annual accounts at the A.G.M.s;
- h) one of the signatories of the bank account.

#### 5. Executive Committee Member x 6 Positions

No duties defined under constitution for the committee members. Refer below for more detailed day to operational roles and responsibilities.

### Part B: Additional duties and responsibilities drawn from day-to-day operation (not exhaustive)

***Disclaimer:** Please note that the roles and responsibilities outlined here serve as guidelines, adhering to the constitution, and have been adapted to accommodate daily routines. The upcoming committee reserves the right to make changes and allocate to the relevant committee members to suit their preferred organisational structure and requirements supported by constitution.*

1. At a minimum, the ability to use Microsoft applications comfortably
2. Book Stock Keeping
3. Capable of working together as a team despite the differences
4. Chair of the Finance Subcommittee and run SC meetings (at least one per term)
5. Coordinate with external organisations such as Community Languages Schools, Federation of Tamil Schools, Department of Education and other parties
6. Desirable System and SW application knowledge: MYOB, ZERO, MS Office, Google Office Suite, uEducateUs.
7. Dispute Management
8. Ensure all amenities are kept tidy on the school premises.
9. Ensure all mandatory Students' details are collected during the enrolment process
10. Ensure safety in day to day operations
11. Ensure the online application and enrollments run smoothly
12. Food and Beverage distribution
13. Good team member and able to follow Wentworthville Tamil Study Centre protocols and values.
14. Handling escalated issues or disputes from Teachers/Members/Visitors



15. IT and Technology Equipments and maintenance
16. Kalaivizha arrangements
17. Keep up to date of centre's webpage
18. Liaise with External Auditor
19. Liaising with Principals and Teachers to run the school smoothly.
20. Manage Administration office in campuses
21. Manage all expense claims and assist Treasurer in entering them in MYOB
22. Manage all the Accounts receivable activities of WTSC Finance
23. Manage all the payable invoices and enter them in MYOB or ZERO
24. Manage all the Training and Awards through a Co Ordinator
25. Manage all the Venue bookings
26. Manage Commbiz (banking) transactions
27. Manage Community Languages schools Students' Grant application (per Capita Grant) and other Grants along with the Grants Coordinator.
28. Manage General Ledger and General Ledger codes
29. Manage Monthly Teacher Travel Reimbursement records with the Principal's Team
30. Manage Principal Awards
31. Manage the Finance team to deliver all the finance requirements of WTSC
32. Manage the principal awards process
33. Manage the student details on uEducateUs (Student Management System - SMS)
34. Materials, stationery purchases
35. Miscellaneous Record Keeping
36. Opening and closing of Classrooms
37. Prepare and pay the quarterly Travel expense claim reimbursements
38. Prepare annual financial statements and reports for AGM
39. Prepare monthly Budget V Forecast V Actual Report for Executive committee meetings
40. Prepare the annual budget for the calendar year / academic year of WTSC
41. Regular Attendance: Demonstrate commitment to volunteering by maintaining regular attendance.
42. Responsible for the Cash counter operations during special events (e.g Kalaivizha)  
Willing to learn and adopt new systems and process changes
43. Responsible for the Finance Desk operations during school hours and Collect and process the student fees and issue receipts