



TASMANIAN ASSOCIATION OF STATE SCHOOL ORGANISATIONS INC.

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Tasmanian Association of State School Organisations Inc. AGM Sunday August 26th, 2018 Blundstone Arena, 15 Derwent Street, Bellerive

The TASSO Annual Conference and AGM will be held at Tamar Valley Resort, Sunday August 26th, 2018.

Enclosed for your attention is information on how to put forward an agenda item to the AGM or nominate for a position on the Management Committee.

✧ ***Guidelines for lodging agenda items;***

TASSO AGM provides an opportunity for members to bring issues to a broader forum for discussion and debate with parent representatives of schools from around the State.

Issues brought to this forum can amend TASSO policy or give direction for action to be taken to government ministers or departments.

Closing date for lodging agenda (motions) items is Friday, June 29th, 2018.

✧ ***How to nominate for a position on the Management Committee.***

TASSO Management Committee members represent parents on a broad range of working groups and committees, ensuring that parent's views are presented.

The Management Committee meets 7 – 8 times each year on a Sunday. To reduce travel times for members meetings are usually held in a central location.

Members of the Management Committee also meet regularly with the Minister for Education and officers of the Department of Education to discuss policy development and issues affecting children in state schools.

Closing date for nominations for Office Bearer and Regional Delegate is Friday June 29th, 2018.

TASSO strives to improve the educational outcomes for all children in state schools. To do this effectively we need strong representation on our Management Committee and the support of all school associations.

Yours sincerely,

Lisa Gillard
President

GUIDELINES FOR LODGING AGENDA ITEMS AT AGM

AGM provides school associations throughout the State with the opportunity to raise issues affecting students in State Schools. Motions are debated by delegates and acted on in accordance with the direction from the motion.

Agenda Items must be received by the Administration Officer by close of business on **Friday 29th of June 2018**. TASSO will issue acknowledgment upon receipt please check to ensure you have received this communication.

Guidelines for Putting a Motion

Has an issue arisen at your school, in your region or at a state level that you believe may affect the education of children at your school?

Using the attached guidelines, clearly identify the name of your school association proposing the motion.

It is requested that you include contact details in case we need to clarify any of the information provided.

The preamble explains the circumstances that have led to your school association agreeing to put forward the motion.

For example, the issue may have arisen because of changes to education policy, curriculum, funding, transport or any other actions or policies within your school that concerns your parents.

If a motion relates to a report, or other document, the preamble should give the title and source, to enable delegates to read the relevant document themselves.

When a motion has financial implications costed proposals need to be included to permit the meeting to reach an informed decision on action to be taken.

Constitution. As you would know from your representation at your school, the Constitution governs how an organisation operates, who can be members, how to elect the Committee, voting at general meetings, and other governance matters.

Amendments to the TASSO Constitution are often put forward by the Management Committee to ensure that TASSO is operating efficiently, and able to meet changes that arise in our Education sector.

Debate on these items can often seem confusing, we welcome enquiries seeking clarification from delegates attending AGM or intending to lodge a proxy vote.

Policy Motions give TASSO direction when putting forward a position on an issue to the Education Department, State and Federal Governments and media.

Changes to Policy should not conflict with current policy, but can replace, add to or update existing policy. If possible, they should also be referenced (Policy Section, paragraph number).

TASSO Constitution and Policies can be found at <https://www.tasso.org.au/>

TASSO staff are happy to assist with this if you are unsure.

Action Motions should be directed to a government minister or department. Motions should be concise and clearly state the course of action desired.

If an Action Item carried at AGM is not covered by existing TASSO Policy, you may request that this be adopted as policy.

TASSO Management Committee may review the wording of motions received to ensure that:

- (a) wording is clear and concise; and
- (b) the issue is not duplicated in a motion from another school.

If changes are thought necessary, a member of our staff will contact you.

Having proposed a motion, it is important that a member of your association or parent group attends AGM to move and speak to the motion.

Whilst this may seem daunting, remember that we are all in the same boat. Our more experienced members and TASSO Management Committee are more than happy to help you with the procedures and processes.

If you have any questions about putting a motion to the
AGM, please call the TASSO office 6243 7718

FORMAT FOR MOTIONS

PROPOSED BY _____ **School Association / Life Member**

CONTACT PERSON _____

Phone: _____

Email: _____

SUBJECT: _____

SECTION (for Constitution and Policy amendments)

PREAMBLE (reason for putting this motion)

Explain how the issue is affecting your school, community, all schools, etc

MOTION

Constitution: That Section.....of the TASSO Constitution be amended as follows:

Policy: That Sectionof the TASSO Policy be amended as follows:

Action: That this Conference

