



Mount Lawley Primary School Parents and Citizens' Association Incorporated

SOCIAL AND FUNDRAISING SUB-COMMITTEE

TERMS OF REFERENCE

1 NAME

- 1.1 The Sub-committee shall be called the "Mount Lawley Primary School Parents & Citizens' Association Incorporated Social and Fundraising Sub-committee".
- 1.2 For convenience the Sub-committee may be referred to as "the Social and Fundraising Sub-committee" or "the S&F".

2 COMPOSITION

- 2.1 The composition of the Social and Fundraising Sub-committee shall be not more than ten members.
 - (a) Members of the Sub-committee must be financial members of the P&C Association.
 - (b) The Sub-committee must include a member of the P&C Executive Committee.
 - (c) The President of the P&C Association shall be ex officio a member of the Sub-committee.
- 2.2 The members of the Sub-committee shall be elected each year at the Annual General Meeting of the P&C Association by the financial and ex officio members of the P&C.
 - (a) In the event of a position on the Sub-Committee becoming or remaining vacant, an election may be held at a meeting of the Sub-Committee to fill any vacant position(s).
- 2.3 The Leader of the Sub-committee shall be elected each year at the Annual General Meeting of the P&C Association by the financial and ex officio members of the P&C.
 - (a) The Leader must be a financial member of the P&C Association. The Leader can be, but need not be, a member of the P&C Executive Committee.
 - (b) In the event of the Leader position becoming vacant, a new Leader shall be elected at the next General Meeting of the P&C.
 - (c) For the avoidance of doubt, the "Leader of the Sub-committee" fulfils the role that others (e.g. WACSSO) sometimes describe as "the Convener of the Social and Fundraising Sub-Committee".
- 2.4 The Sub-committee when formed shall elect from its members a Secretary.
 - (a) In the event of the Secretary position becoming or remaining vacant, an election may be held at a meeting of the Sub-Committee to fill the position.
 - (b) If no Secretary is elected, then the Leader is responsible for ensuring that the Secretary's duties are performed (see clause 5).
- 2.5 In the event of any challenge as to the composition of the Social and Fundraising Sub-committee, the challenge shall be resolved at a General Meeting of the P&C Association.

3 RESPONSIBILITIES AND POWERS

- 3.1 The Social and Fundraising Sub-committee shall be responsible for:
 - (a) maintaining a calendar of Social and Fundraising events for the year, to be approved at a General Meeting of the P&C Association;
 - (b) organising and carrying out approved events, ensuring that events comply with the objects of the P&C Association and uphold the good name and reputation of the school;
 - (c) using best endeavours to ensure that each event either generates a surplus, or breaks even;
 - (d) preparing a "run sheet" for each event (see Note 1);
 - (e) ensuring that the process for collection of monies is approved by the P&C (see Note 2);
 - (f) providing a report of all Sub-committee activities to each General Meeting of the P&C; and
 - (g) managing the event catering equipment owned by the P&C (e.g. crockery, accessories, tables, chairs, and barbeques).

- 3.2 Subject to the Constitution and Rules of the P&C, and the continuing approval of the P&C, the Social and Fundraising Sub-committee shall have the power to:
- (a) advertise to the school community regards approved S&F events and activities;
 - (b) create and sell tickets to approved events (see Note 2);
 - (c) engage contractors and service providers for approved events; and
 - (d) spend funds in support of S&F events and activities but only in accordance with Note 3.

4 DUTIES OF THE LEADER OF THE SUB-COMMITTEE

- 4.1 The Leader when present, shall preside at all meetings of the Sub-committee. In the event the Leader is absent the meeting shall elect a chair for the occasion.
- 4.2 The Leader shall use best endeavours to ensure that members of the Sub-Committee abide by these Terms of Reference and that events are planned and run in accordance with these Terms of Reference.
- 4.3 The Leader shall ensure that a report of the activities of the Sub-committee is presented to each General Meeting of the P&C Association (or to an Executive Committee Meeting) and at such times as directed by the General Meetings of the P&C Association (or as directed by the President of the P&C Association).

5 DUTIES OF THE SECRETARY OF THE SUB-COMMITTEE

- 5.1 The Secretary shall maintain a register of the current members of the Sub-Committee.
- 5.2 The Secretary shall provide to each member of the Sub-Committee a copy of these Terms of Reference (can be hard copy or electronic copy).
- 5.3 The Secretary shall have custody of the documents of the Sub-committee and shall keep a full and correct record of its meetings. These documents and records shall be made available to the P&C Association as required.
- 5.4 The Secretary shall support the Leader in complying with clause 4.3 (reporting Sub-committee activities to the P&C).

6 MEETINGS

- 6.1 Meetings of the Sub-committee shall be at such times and places as determined by the Leader provided that at least one meeting shall be held in each term of the school year.
- 6.2 Notice of all meetings of the Sub-Committee shall be given in writing to all Sub-committee members (including ex officio members) not less than forty-eight (48) hours prior to the start of the proposed meeting.
- 6.3 The Leader, or in the Leader's absence the chair (refer clause 4.1) may permit non-members to attend any Sub-committee meeting (or part thereof) subject to the following:
- (a) A non-member may participate in discussion and debate;
 - (b) A non-member shall leave the meeting if requested by the Leader/chair; and
 - (c) Non-members shall not vote.

7 QUORUM

- 7.1 For a meeting of the Social and Fundraising Sub-Committee the quorum shall be three (3) members of the Sub-Committee.

8 VOTING

- 8.1 All members and ex officio members shall be entitled to one vote on any resolution or election at a meeting at which they are entitled to be present.
- 8.2 Voting shall be by simple majority. In the event of a tied vote on any proposition or motion before a meeting then it is lost.
- 8.4 Proxy voting is not permitted at any meeting of the Sub-committee.

9 EMBEDDED NOTES

9.1 Notes embedded within this Terms of Reference document form part of these Terms of Reference.

10 ALTERATIONS TO THESE TERMS OF REFERENCE

10.1 All proposed amendments to these Terms of Reference must be approved by a General Meeting of the P&C Association.

10.2 When these terms of reference are altered, the table below must be updated.

Version	Status / changes	Date of approval
1	Original version	18 June 2020

EMBEDDED NOTES start on the next page

EMBEDDED NOTES

Note 1 – Event run sheets

An event run sheet must be prepared for each S&F event.

Event run sheets shall contain: the location, time and date of the event; a description of the event; the name and contact details of the event leader; an estimate of the number and type of attendees; consideration of, and appropriate plans for: site access, security, health & safety, parking, cash handling, food handling, liquor licensing, noise management, and our school neighbours.

If the event will be on the school grounds, the event run sheet shall be provided to the school at least three (3) days prior to the event.

Note 2 – Collection of monies and selling of tickets

The process for collection of monies (whether for events or activities) must be approved by the P&C. The following processes are approved. If an alternative process is contemplated, then approval must be sought at a General Meeting of the P&C. The currently approved processes are:

- A. Collection of cash in accordance with the P&C Cash Handling Guidelines.
- B. Collection of monies using an online ticketing service * so long as:
 - (a) the S&F Leader and the P&C Treasurer have both agreed that the service can be used;
 - (b) the S&F Leader is provided with and maintains access to the service, including any account or event page established within the service; and
 - (c) all funds collected using the service are transferred directly into the P&C bank account at the conclusion of the event (or within 5 days of the conclusion of the event).

* An example of an online ticketing service is "TryBooking".

Note 3 – Spending funds

The S&F Sub-committee has the power to spend money in support of S&F events and activities as follows:

- A. **Any amount to be spent must be approved by the S&F Leader before the spending or commitment occurs.** The approval will often be given as part of the event planning process.
- B. The S&F leader can only approve spending for "official" S&F events and activities. For S&F events and activities to be deemed "official" they must first be presented and approved at a General Meeting of the P&C Association. Generally, an S&F calendar will be maintained with a listing of the "official" (already approved) events and activities. **Note that if the S&F Sub-committee plans on running a new or additional event, it must first be approved at a General Meeting of the P&C before any spending can occur.**
- C. The maximum (aggregate) amount that the S&F Leader can approve per these Terms of Reference is \$500 in any one school term. If a greater amount is required, it must be requested and approved at a General Meeting of the P&C.
- D. Spending on P&C activities (including S&F events and activities) is usually done on a "reimbursable basis". That is, members spend their own money and claim it back from the P&C as a "reimbursement request". Reimbursement requests must be submitted to the P&C Treasurer in a timely manner, using the required form, and must be accompanied by valid receipts/invoices. **Only reimbursement requests approved by the P&C Treasurer will be repaid.**
- E. For large amounts, payment by P&C cheque is possible (as an alternative to the reimbursement method). Requests for payment by cheque should be made to the P&C Treasurer, well in advance.

END