



Mount Lawley Primary School Parents and Citizens' Association Incorporated

UNIFORM SHOP SUB-COMMITTEE

TERMS OF REFERENCE

1 NAME

- 1.1 The Sub-committee shall be called the "Mount Lawley Primary School Parents & Citizens' Association Incorporated Uniform Shop Sub-committee".
- 1.2 For convenience the Sub-committee may be referred to as "the Uniform Shop Sub-committee".

2 COMPOSITION

- 2.1 The composition of the Uniform Shop Sub-committee shall be not less than two members and not more than five 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 General Meeting of the P&C Association to fill the vacancy.
- 2.3 The Sub-committee when formed shall elect from its members a Convenor, a Secretary, and a Treasurer.
 - (a) Roles can be combined (for example Convenor/Secretary or Secretary/Treasurer).
 - (b) In the event of any role becoming vacant, the Sub-committee should fill the role at the next meeting of the Sub-committee.
- 2.4 In the event of any challenge as to the composition of the Uniform Shop Sub-committee, the challenge shall be resolved at a General Meeting of the P&C Association.

3 RESPONSIBILITIES AND POWERS

- 3.1 Subject to direction of the P&C Association the Sub-committee shall be responsible for:
 - (a) Deciding the basic policy in relation to:
 - i. The selling of recommended new uniforms at a reasonable cost;
 - ii. The ordering and distribution of new uniform stock; and
 - iii. The collection and selling of second-hand uniforms.
 - (b) Establish and maintain a stock control system.
 - (c) Establishing credit accounts with reputable suppliers as required for the operation of the uniform shop.
 - (d) Acquiring suitable shelf stock provided that the amount does not exceed the amount covered by the insurance policy or the amount authorised by the P&C Association.
 - (e) Carry out a stocktake of new uniform stock at least once per year (once per term is preferred).
 - (f) Recruiting voluntary workers as shall be considered necessary.
 - (g) Ensuring that Grievance/Dispute Resolution procedures for volunteers comply with the P&C Constitution Rule 28.0.
 - (h) Providing reports to all General Meetings of the P&C Association and when required to the Executive Committee.
 - (i) Ensuring all recommendations for expenditure not included under these Terms of Reference must form part of the Sub-committee report to the General Meeting of the P&C and be submitted to the P&C Secretary in compliance with notice of financial motions requirements (P&C Constitution Rule 24.1).

- 3.2 Subject to the Constitution and Rules of the P&C, the Uniform Shop Sub-committee shall have the power to:
- (a) Communicate to the school community regards uniform shop activities.
 - (b) Create and amend uniform shop price lists, including setting the price of any item.
 - (c) Establish, maintain and terminate accounts with suppliers.
 - (d) Commit and spend funds in support of the Uniform Shop in accordance with clause 3.1 and Note 2.
 - (e) Create and amend processes and procedures for the running of the Uniform Shop.

4 DUTIES OF THE UNIFORM SHOP SUB-COMMITTEE CONVENER

- 4.1 The Convener 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 Convener shall ensure that a report of the activities of the Uniform Shop is presented to all General Meetings of the P&C Association (or Executive Committee) and at such times as directed by the General Meeting of the P&C Association (or as directed by the President of the P&C Association).

5 DUTIES OF THE UNIFORM SHOP SUB-COMMITTEE SECRETARY

- 5.1 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 Convener in complying with clause 4.2 (reporting Uniform Shop activities to the P&C).

6 DUTIES OF THE UNIFORM SHOP SUB-COMMITTEE TREASURER:

- 6.1 The Treasurer shall:
- (a) Keep such books of account related to the Uniform Shop as shall be directed from time to time by the P&C Association. Noting that, with the approval of the P&C Treasurer, the Uniform Shop finances can be included within the general books of account of the P&C Association.
 - (b) Ensure that Uniform Shop receipts and Uniform Shop expenditures are included in the P&C Treasurer's report presented to each General Meeting of the P&C Association.
 - (c) Ensure that all books of account of the Uniform Shop are made available to the P&C Treasurer as required and for the purpose of annual audit/review.
 - (d) Make payments as necessary for the day to day running of the Uniform Shop. Payments can only be authorised by those signatories identified in the P&C Association Constitution and Rules clause 17.6.
- 6.2 The P&C Treasurer may be the Uniform Shop Treasurer. If the P&C treasurer is not the Uniform Shop Treasurer, then the Uniform Shop Treasurer is responsible to the P&C Treasurer.

7 MEETINGS

- 7.1 Meetings of the Sub-committee shall be at such times and places as determined by the Convener provided that at least one meeting shall be held in each school year.
- 7.2 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.
- 7.3 Members of the Sub-Committee may participate in meetings by telephone or other means of real-time technology (e.g. video-conference) so long as all other attendees at that meeting agree.

8 QUORUM

8.1 For a meeting of the Sub-Committee the quorum shall be two.

9 VOTING

9.1 All members and ex officio members of the Uniform Shop Sub-committee shall be entitled to one vote on any resolution or election at a meeting at which they are entitled to be present.

9.2 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.

9.4 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 – Cash handling requirements

All Uniform Shop volunteers must adhere to the Cash Handling Guidelines as listed in the MLPS Uniform Shop Policy Guidelines.

Note 2 – Police background checks

All prospective Uniform Shop volunteers must provide a current National Police Check prior to volunteering. Receipts for the cost of obtaining a police check can be submitted to the P&C for reimbursement.

Note 3 – Spending funds

The Uniform Shop Sub-committee has the power to spend money in support of Uniform Shop activities as follows.

- A. The Uniform Shop Sub-committee can **order stock** necessary for the operation of the Uniform Shop, pursuant to clause 3.1(d) (amount of stock acquired). The maximum value that can be ordered is \$5,000 in any one transaction. A proposed transaction in excess of \$5,000 must be pre-approved by a resolution of the P&C Executive Committee or by a resolution of a P&C General Meeting. The ordering of stock can be delegated to the Uniform Shop Convenor.
- B. The Uniform Shop Sub-committee can **purchase ancillary equipment and supplies** necessary for the operation of the Uniform Shop. The maximum (aggregate) value that can be purchased is \$100 in any one school term. Amounts in excess of \$100 must be pre-approved by a resolution of the P&C Executive Committee or by a resolution of a P&C General Meeting. The purchasing of ancillary equipment and supplies can be delegated to the Uniform Shop Convenor.

END