

North Kellyville Public School P&C Association

SUB-COMMITTEE RULES

1. Name

The committee shall be known as the *North Kellyville Public School P&C Association* xxxx sub-committee.

2. Aims

- (a) To contribute positively to school culture by bringing parents, students, staff and the community together around purposeful activities and programs.

3. Membership of the sub-committee

The sub-committee shall consist of at least five (5) members elected annually at the Annual General Meeting of the *North Kellyville Public School P&C Association*. Membership will consist of: a Convenor, a Minute Taker, a representative of the Treasurer (this can be the P&C Association Treasurer where there is a bookkeeper employed by the P&C Association it shall be this person) and at least two (2) other financial members of the *North Kellyville Public School P&C Association*. The Principal and President shall be ex-officio members of the sub-committee.

4. Duties of the sub-committee

- (a) The sub-committee shall organise and control the full administration of the sub-committee's activities and events. However, the sub-committee shall be responsible in all its actions to the *North Kellyville Public School P&C Association* which shall have the right to reorganise, disband or close the sub-committee, such decisions to be supported by a majority vote at a general or special meeting of the P&C Association called for that purpose. Notice of Motion for action to reorganise, disband or close must be given in writing to the Secretary of the P&C Association and must be signed by five (5) financial members of the *North Kellyville Public School P&C Association*. Further, such notice shall be circulated to all financial members at least seven (7) days in advance of the general or special meeting.
- (b) The sub-committee, via the Convenor shall present a written report to each general meeting of the *North Kellyville Public School P&C Association*.
- (c) The Treasurer's representative must lodge with the P&C Association's Treasurer a current financial statement for presentation to each general meeting of the P&C Association.

5. Meeting of the sub-committee

- (a) The sub-committee shall meet at least once a school term. Meetings may be face-to-face or via electronic means including email, Skype or other messaging services.
- (b) Notice of each meeting must be provided to each member of the sub-committee including to the ex-officio members (President and Principal).
- (c) The Convenor will have the discretion to decide whether to provide notice of meetings to the broader community.

6. Funds

All money received by the sub-committee shall be deposited in the general P&C Association Account.

All financial transactions are to be undertaken by any two (2) of the following P&C Association Office-bearers; President, Secretary, Vice Presidents, or Treasurer.

All income received by the sub-committee shall be given to the general funds of the P&C Association. Recognition shall be given for;

- (a) The provision of employer obligations such as superannuation and/or long service leaves, as may be required.
- (b) The purchase of additional equipment for the efficient running of the sub-committee.
- (c) Purchases exceeding \$500 (one thousand dollars) must secure prior approval from the P&C Association or the P&C Association Executive Committee.

7. Employees

- (a) No employee of the *North Kellyville Public School P&C Association* shall hold an Officer or position of the elected Executive members; this is as per the P&C Association's Constitution 5(a).
- (b) The sub-committee may employ staff as necessary and as agreed by the P&C Association Executive. The Convenor shall act on behalf of the P&C Association and will determine rates of remuneration, conditions of engagement and shall terminate such arrangements as suitable provided that all relevant legislation is adhered to.
- (c) The Convenor shall be responsible to the sub-committee for the proper conduct of the sub-committee and the adherence of the *North Kellyville Public School P&C Association's* policies.
- (d) The sub-committee Convenor shall ensure that the *North Kellyville Public School P&C Association* has obtained workers compensation insurance to cover all employees and public liability insurance.
- (e) The Convenor will liaise between all staff of the P&C Association Uniform Shop and report to the P&C Association President any issues. The Convenor will ensure that a sub-committee report is tabled to each general meeting of the *North Kellyville Public School P&C Association*.

8. Audit

The accounts of the sub-committee shall be audited annually as part of the audit of the *North Kellyville Public School P&C Association's* accounts. The sub-committee will forfeit all Minutes, financial records and other appropriate materials to the *North Kellyville Public School P&C Association* Treasurer no later than fourteen (14) days following the end of the P&C Association's financial year.

9. Alterations

No alterations shall be made to these rules without formal notice for the Agenda of a general meeting of the *North Kellyville Public School P&C Association*.

CONVENOR

Print Name:

Signature:

P&C ASSOCIATION PRESIDENT

Print Name:

Signature:

P&C ASSOCIATION SECRETARY

Print Name:

Signature:

