

**GREENMOUNT PRIMARY SCHOOL  
PARENTS & CITIZENS' ASSOCIATION INC.  
COMMUNITY ENGAGEMENT COMMITTEE  
TERMS OF REFERENCE  
2019**

**1.0 NAME:**

- 1.1** The Committee shall be called the Greenmount Primary School P&C Association Inc. Community Engagement Committee.

**2.0 COMPOSITION:**

- 2.1** (a) To be made up of at least one (1) members, one of whom can be a member of the P&C Executive Committee.  
(b) The President of the P&C shall be *ex officio* a member.
- 2.2** The members shall be elected each year at the Annual General Meeting of the P&C Association by and from the financial and *ex officio* members of the P&C. In the event of a position becoming vacant on the committee an election may be held at a General Meeting of the P&C to fill the vacancy.
- 2.3** The Committee when formed shall have as its Coordinator (Convener) the person elected to this position at the AGM. In the event of the Convener position becoming vacant an election may be held at a General Meeting of the P&C to fill the vacancy.

**3.0 RESPONSIBILITIES:**

Subject to direction of the P&C Association the responsibilities of the Committee shall be:

- 3.1** Increase engagement of volunteers/members in P&C activities.
- 3.2** Grow the membership of the P&C.
- 3.3** Boost appreciation of volunteers and P&C financial members.
- 3.4** The organising and carrying out of volunteer/member engagement and recruitment activities.
- 3.5** Help manage volunteers and volunteer schedules for all P&C activities.
- 3.6** Design volunteer/member recruitment materials and resources.
- 3.7** Organise volunteer/member appreciation activities and materials.
- 3.8** Put notices on noticeboards regarding upcoming events and forward information to Communications Officer to include in School Newsletter and Website and on P&C Facebook page.
- 3.9** Provide receipts for goods purchased for activities. Ensure receipts are tabled at the next General Meeting and provided to the Treasurer, along with the filled out accompanying Reimbursement Sheet.

#### **4.0 DUTIES OF THE COMMUNITY ENGAGEMENT COMMITTEE CONVENER:**

- 4.1** The Coordinator (Convener), when present, shall preside at all meetings of the Committee. In the event of the Convener being absent the meeting shall elect a chairperson for the occasion (if more than 1 person in the committee).
- 4.2** The Convener shall ensure that a written report of the activities of the committee 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.
- 4.3** The Convener must present details for all proposed events or activities to a General Meeting of the P&C Association. Proposed events or activities must not take place until approval is granted by a General Meeting or by the Executive Committee.
- 4.4** The Convener shall liaise with the school principal re events planned.
- 4.5** Approval has to be granted at a General Meeting, and in special circumstances through an Executive Committee, before any monies can be spent and be reimbursed in turn.
- 4.6** The Convener shall review all invoices, sign as verified and hand to the P&C Treasurer for payment. The Convener is responsible to the P&C Treasurer.
- 4.7** Ensure that all books of the Committee are made available to the P&C Association as required.
- 4.8** The Convener shall have custody of the documents of the 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.

#### **5.0 MEETINGS:**

- 5.1** Meetings of the Committee shall be at such times and places as determined by itself provided that not less than forty-eight (48) hours' notice is given. (Suggest seven (7) days' notice.) It is desirable to meet at least once a month preferably just prior to a General Meeting of the P&C Association to enable a report to be prepared.

#### **6.0 QUORUM:**

- 6.1** A quorum shall comprise 50% + 1 (one) of the current membership of the Committee.

#### **7.0 VOTING:**

- 7.1** 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.
- 7.2** Voting shall be by show of hands.

#### **8.0 ALTERATIONS TO RULES:**

- 8.1** All proposed amendments to these rules must be approved by the General Meeting of the P&C Association.

**THE COMMITTEE IS AT ALL TIMES RESPONSIBLE TO  
THE GENERAL MEETING OF THE P&C ASSOCIATION.**