

**GREENMOUNT PRIMARY SCHOOL
PARENTS & CITIZENS' ASSOCIATION INC.
FACEBOOK AND COMMUNICATIONS COMMITTEE
TERMS OF REFERENCE
2019**

1.0 NAME:

- 1.1 The Committee shall be called the Greenmount Primary School P&C Association Inc. Facebook and Communications Committee.

2.0 COMPOSITION:

- 2.1 (a) To be made up of two (2) financial 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 (and a Facebook administrator).
- 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. This person shall be the GPS P&C Communications Officer. 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.
- 2.4 If the AGM or any subsequent meeting is unable to elect a committee then the President shall manage the Facebook page until such time as a committee is formed.

3.0 RESPONSIBILITIES:

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

- 3.1 The administration of the P&C Facebook page.
Posting of information to the Facebook page for the purpose of:
- Communicating news, information and issues to the school community;
 - The organising of P&C run or participated events;
 - Advertising for the P&C.
- 3.2 To ensure that the GPS P&C Facebook page is monitored. The committee should regularly monitor posts and comments to the Facebook page. At least once a day is recommended.
- 3.3 Ensuring that the Facebook page is not used for any political messages, personal, religious or philosophical views.
- 3.4 Ensuring that any comments posted by the committee are professional in nature and portray the P&C in a positive and engaging manner.
- 3.5 To have final say on the inclusion of any posted item; however to seek approval from the President in circumstances where it is needed.
- 3.6 To delete, without explanation, comments which breach the Code of Conduct or are deemed not to be in the spirit of the P&C or school community. In the event of a dispute, the President shall have final say on the deletion of comments.

- 3.7** To use the Guidelines produced by the WA Council of State Schools Organisation (WACSSO) as direction for the committee, and to ensure that all users abide by the Code of Conduct (Appendix A). The Code of Conduct shall be posted in the "About" section of the Facebook page and these Terms of Reference, and the WACSSO Facebook Guidelines, shall be available to Facebook users on request.
- 3.8** In the event of a change of committee membership, to ensure that all editing permissions/passwords of the Facebook page shall be transferred to the new committee within 5 business days from the date of election.

4.0 DUTIES OF THE FACEBOOK & COMMUNICATIONS 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.
- 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. The report to include a written statement of any receipts and expenditure, any recommendations requiring the attention of the P&C, and any enquiries, queries or matters raised on the page which should be brought to the P&C's attention.
- 4.3** To seek P&C contributions for the School newsletter and edit or format as required, for submission to School Administration staff. All content should be sent to the P&C President for review, before submission to the School.
- 4.4** The Convener shall ensure that all books of the Committee are made available to the P&C Association as required.
- 4.5** 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.
- 4.6** The Convener shall remove and/or ban any user who continuously breaches the Code of Conduct.

5.0 QUORUM:

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

6.0 VOTING:

- 6.1** All members and ex officio members of the Committee shall be entitled to one vote on any resolution or election at a meeting at which they are entitled to be present.
- 6.2** Voting shall be by show of hands.

7.0 ALTERATIONS TO RULES:

- 7.1** 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.**

CODE OF CONDUCT:

- 4.1 Comments, post and responses to the page must be related to the P&C, the school community or in reply to a post left by the administrator on behalf of the P&C.
- 4.2 All discussion must remain professional and personal topics are not to be discussed.
- 4.3 Defamatory or derogatory comments are not permitted.
- 4.4 Posts or comments relating personally to any individual or group are not permitted, and confrontational or incorrect information relating to a P&C committee member, executive position or volunteer shall not be posted.
- 4.5 No comments shall be posted regarding the operation, administration or teaching issues at the school.
- 4.6 Swearing, obscene or abusive language is not permitted.
- 4.7 Rude or obscene photographs (or links to photographs) shall not be posted.
- 4.8 All advertisements posted on the page should be in relation to the P&C.
- 4.9 By using our Facebook page, you also agree to comply with Facebook's terms of use, including its privacy policy: www.Facebook.com/policies.