

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

1.0 NAME:

- 1.1 The Committee shall be called the Greenmount Primary School P&C Association Inc. Guardians of Greenmount (GoG) Committee.

2.0 COMPOSITION:

- 2.1 (a) To be made up of at least three (3) financial members and not more than six (6), 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 Convenor 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 Organise and carry out Guardians of Greenmount events as approved by the P&C.
- 3.2 Ensure a calendar of Guardians of Greenmount events for the following year is tabled and adopted at the last meeting for the year of the P&C.
- 3.3 Provide a "time-line" for each event, closer to the date of the event. This could include such things as order forms sent home, return date, money to accompany order, expected date of goods being received and sent home, etc – each time-line would be relevant to the particular event.
- 3.4 Recruit voluntary workers as shall be considered necessary for events and ensure that the Helpers' book is filled out and signed by any volunteers.
- 3.5 Ensure the processing of all money received from activities is performed in accordance with procedures as set by the P&C Association. Two (2) members must collect and count money at all times. Once counted, both members must complete and sign the Banking Sheet template. No money shall leave the school's premises; money must be stored in the school safe (with signed Banking Sheet) ready for it to be banked by the Treasurer. Where money is collected outside the school, counting must also follow these guidelines, and arrangements made beforehand with the Treasurer regarding safekeeping and collection of money.
- 3.6 Provide receipts for goods purchased for the event. Ensure receipts are tabled at the next General meeting and provided to the Treasurer before the meeting, along with the filled out accompanying Reimbursement Sheet.

- 3.7 When requesting a float from Treasurer, provide a breakdown of denominations required, and keep a record of the float given (for future reference).
- 3.8 Liaise with Principal and relevant school staff re upcoming events.
- 3.9 Put notices on notice boards regarding upcoming events and forward information to Communications Officer to include in School Newsletter and Website and on P&C Facebook page.
- 3.10 Add all events, where suitable, to Flexischools, for online purchasing by school community. Details to be forwarded to Flexischools Coordinator at least 2 weeks in advance of on-sale date, so that it can be added in time. Proper accounts should be kept in line with current procedures.
- 3.11 To utilise the spreadsheets supplied:
 - Banking Sheet for any cash needing to be banked.
 - Event sheet – timeline/\$/summary
 - Events Calendar
 - 2019 GoG Committee Spend Calculator
- 3.12 To stay current with communications from The Fathering Project team.
- 3.13 To ensure any activities are consistent with the principles of the Fathering Project.

4.0 DUTIES OF THE CONVENER:

- 4.1 The Coordinator (Convener) when present, shall preside at all meetings of the Committee. In the event the Convener is 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 income and expenditure and any recommendations requiring the attention of the P&C.
- 4.3 The Convener must present details for all proposed events to a General Meeting of the P&C Association. All activities must be approved by a General Meeting (or executive committee meeting) before being implemented. Proposed events 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 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.
- 4.6 Ensure that all books of the Committee are made available to the P&C Association as required.
- 4.7 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 AUTHORITY OF THE COMMITTEE

5.1 SPENDING MONEY FOR COMMITTEE EVENTS AND INCIDENTALS

This expenditure is taken from the Guardians of Greenmount Committee Balance (funds allocated to this committee in P&C bank account, as generated by GoG Committee events).

Per event, if event is run during the calendar year:

- Fathering Project Affiliation Fee / Donation - Up to \$400 per year
 - Car Boot Sale - Up to \$150 total for the event
Float \$200 (\$50 x1; \$20 x3; \$10 x3; \$5 x4; \$2 x 10; \$1 x10; 50c x20)
 - Camp on school grounds - Up to \$400 total for the event
 - Bunnings Sausage Sizzle - Up to \$1300 total for the event
Float \$200 (\$50 x1; \$20 x3; \$10 x4; \$5 x5; \$2 x5; \$1 x10; 50c x10)
- 5.2** The most cost effective options should always be sourced and donations if possible to try and save as much money as possible.
- 5.3** If the costing of a GoG event exceeds the above pre-approval it must be approved, before spending, at a General P&C Meeting or via Executive Committee.
- 5.4** If expenditure exceeds the GoG Committee balance, spending from the general P&C balance must be approved, before spending, at a General P&C Meeting or via Executive Committee.
- 5.5** All spending should first be cleared with the Treasurer, before spending, to make sure we have enough in the bank account.
- 5.6** All spending should be reported on at the next General Meeting.

6.0 MEETINGS:

- 6.1** 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 to enable a report to be prepared.

7.0 QUORUM:

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

8.0 VOTING:

- 8.1** 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.
- 8.2** Voting shall be by show of hands.

9.0 ALTERATIONS TO RULES:

- 9.1** 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**