

**SUBIACO PRIMARY SCHOOL
PARENTS & CITIZENS' ASSOCIATION INC
FATHERING PROJECT SUBI DADS GROUP SUB-COMMITTEE
TERMS OF REFERENCE**

1.0 NAME:

1.1 The sub-committee shall be called the FATHERING PROJECT - Subi Dads Group sub-committee and hereinafter called the "Dads Group sub-committee".

2.0 COMPOSITION:

2.1 (a) Will consist of at least 2 members one of whom shall 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 at a 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 sub-committee an election may be held at a General Meeting of the P&C to fill the vacancy.

2.3 The sub-committee when formed shall elect from its members a Convener and a Secretary and, if required, a Treasurer.

3.0 RESPONSIBILITIES:

The Dads Group sub-committee will:

- represent the FATHERING PROJECT - Subi Dads Group who conduct activities and events for fathers and children;
- ensure Dads Group events are approved at a General Meeting of the P&C;
- organise and carry out approved events;
- present a report of the activities of the sub-committee to General Meetings of the P&C at such times as directed by the P&C Association;
- provide appropriate documentation in respect of income and expenditure to the P&C Treasurer; and
- seek financial self-sufficiency.

4.0 Finance

4.1 The Dads Group will be provided with authority to expend up to (*insert \$ amount*) to support the delivery of Dads Group activities, resources and approved events.

4.2 If required, a float of (*insert \$ amount*) will be provided to the Dads Group.

4.3 Any approved monies in excess of the amounts stated at 4.1 and 4.2 will be paid by the P&C Treasurer in a timely manner to facilitate the conduct of events. Such payments are subject to a budget being presented as part of the expenditure request.

4.4 Any Dad's Group sub-committee bank account will be operated under the requirements (including authorised signatories) of the P&C Constitution.

4.5 Any surplus funds from Dads Group events will be provided to the P&C Treasurer immediately after the event.

4.6 Where any profit results from Dads Group activities and events, the surplus funds will be applied as required under the Constitution of the P&C Association in consultation with the Dads Group (represented by the Dads Group sub-committee).

5.0 Meetings and voting

5.1 The Convener when present, shall preside at all meetings of the sub-committee. In the event the Convener is absent, the meeting shall elect a chairperson for the occasion.

5.2 Meetings of the Sub-committee shall be at such times and places as determined by itself provided that not less than forty-eight (48) hours' notice is given.

- 5.3 A quorum shall comprise of 50% + 1 (one) of the current sub-committee membership.
- 5.4 All Sub-committee 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.
- 5.5 Voting shall be by simple majority (50% + 1 (one) of members present).

6.0 ALTERATIONS TO TERMS OF REFERENCE:

- 6.1 All proposed amendments to the Terms of Reference must be approved by a General Meeting of the P&C Association.

NOTES:

1. *It is not a requirement that the principal be a member of the Sub-committee. However if the P&C Association wishes the principal to be a member the principal can be either elected or ex officio.*
2. *Where the sub-committee is established during the year the members are elected at a General Meeting of the P&C. All members of a sub-committee of the P&C must be financial members of the P&C.*

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