

**SUBIACO PRIMARY SCHOOL
PARENTS & CITIZENS' ASSOCIATION INC
EVENTS & FUNDRAISING SUB-COMMITTEE
TERMS OF REFERENCE**

1.0 NAME:

- 1.1 The Sub-committee shall be called the Subiaco Primary School Parents & Citizens' Association Inc. Events & Fundraising Sub-committee (**Events Sub-committee**)

2.0 COMPOSITION:

- 2.1 (a) Not less than 3 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 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 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.

3.0 RESPONSIBILITIES:

Subject to direction of the P&C Association the responsibilities of the Sub-committee shall be:

- a) Organise and carry out events and fundraising on behalf of the P&C.
- b) Develop an Events & Fundraising Calendar each year and ensuring that this is tabled and adopted at the last meeting of the year of the P&C for approval.
- c) Assess and approve event and fundraising initiatives on behalf of the P&C.
- d) Maintain the Events & Fundraising Calendar throughout the year and ensure that any changes are tabled at the next meeting of the P&C General Meeting for information.
- e) Support the running of Events & Fundraising through the provision of advice, ideas or assistance to secure volunteers. (There is no obligation on members of the Events Sub-Committee to volunteer).
- f) Report on Events & Fundraising activities and fundraising revenues & expenses.
- g) Maintain a central record of historical event revenues and expenses.
- h) Review and approve budgets ahead of all events as well as actuals vs budget reporting on completion of events.
- i) Maintain a register of event documentation to assist with future running of events (e.g. plans, templates).
- j) Develop and maintain a register historical actual event documentation (e.g. actuals vs budget, volumes, council applications & permits, plans, communications, learnings) to assist in the running of events.

- k) Ensure that the process for collection of monies from all sources related to any fundraising event is approved by the P&C, including cash, EFTPOS, Squarepay and CompassTix.
 - l) Develop and maintain a register of donors & sponsors.
 - m) The power to authorise expenditure of up to \$500 per school term on consumable items directly aligned with the operations of the Sub-committee.
 - n) Develop and maintain a process for members of the school community to make suggestions and initiate events.
 - o) Communicate with the school Community about P&C events.
- 3.1 The fundraising Sub-committee shall be responsible for:
- providing a written report of all Sub-committee activities to each General Meeting of the P&C;
 - ensuring recommendations for expenditure not included under section 3.0 of this Terms of Reference must form part of the Sub-committee report to the General Meeting and be submitted to the P&C Secretary in compliance with *notice of financial motions* requirements (P&C Constitution Rule 24.1).
- 4.0 DUTIES OF CONVENER:**
- 4.1 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 chair for the occasion.
- 4.2 The Convener shall ensure that a report of the activities of the Sub-committee is presented to all General Meetings of the P&C Association (or Executive committee) and at such times as directed by the General Meetings of the P&C Association.
- 5.0 DUTIES OF THE SECRETARY:**
- 5.1 The Secretary shall have custody of the documents of the Sub-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.
- 6.0 MEETINGS:**
- 6.1 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.
- 7.0 QUORUM:**
- 7.1 A quorum shall comprise 3 (three) of the current membership of the Sub-committee.
- 8.0 VOTING:**
- 8.1 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.
- 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 SUB-COMMITTEE IS AT ALL TIMES RESPONSIBLE TO
THE GENERAL MEETING OF THE P&C ASSOCIATION**