

**SUBIACO PRIMARY SCHOOL
PARENTS & CITIZENS' ASSOCIATION INCORPORATED (P&C
ASSOCIATION)
POOL SUB-COMMITTEE**

TERMS OF REFERENCE

1.0 NAME:

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

2.0 COMPOSITION:

- 2.1 (a) Not more than **X** members one of whom shall be a member of the P&C Executive Committee.
(b) The President of the P&C Association 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 Association. 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 Association 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. *Manage the operation of the pool in conjunction with Subiaco Primary School (**School**), the P&C Association and Royal Lifesaving Western Australia (**Royal Lifesaving**).*
- b. *Finalise a licence agreement with the Department of Education via the School.*
- c. *Finalise a service agreement with Royal Lifesaving.*
- d. *Finalise a partnership agreement with the City of Subiaco (**Council**) and submit an annual grant acquittal statement.*
- e. *Liaise with the Council regarding funding/grant opportunities.*
- f. *Undertake marketing activities to promote season membership and pool pass sales within the school and broader community.*
- g. *Issue season membership and ten visit passes.*
- h. *Keep a register of members and pass holders.*
- i. *Maintain financial records outlining income and expenses.*
- j. *Communicate with members and pass holders regarding pool news and information.*
- k. *Maintain the School and P&C pool websites and ensure all publicly accessible information is current.*

- l. Assist the school with maintenance of the pool grounds and equipment.*
- m. Liaise with Royal Life Saving regarding regulatory approvals and testing of water in advance of the first day of the pool season.*
- n. Communicate with the School's sports teacher and Royal Lifesaving regarding schedule of pool use during school term and operational activities to ensure no conflicts.*
- o. Organise a 'Splash Party' and sausage sizzle to mark the first day of the pool season and arrange attendance by the school Principal and Mayor or Council representative.*
- p. Organise private pool parties, maintain a calendar of scheduled events and liaise with Royal Lifesaving regarding lifeguard attendance at the parties.*
- q. Maintain public liability insurance with a reputable insurer.*

4.0 DUTIES OF CONVENER:

- 4.1 The Convener when present, shall preside at all meetings of the Sub-committee. In the event of the Convener being absent the meeting shall elect a chair for the occasion.
- 4.2 The Convener shall ensure that a written or verbal 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 Meeting of the P&C Association. Where relevant, the report to include a written financial report consisting of a statement of receipts and expenditure, up-to-date bank reconciliation statement and a copy of relevant bank statement/s and any recommendations requiring the attention 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.

6.0 MEETINGS:

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

7.0 QUORUM:

- 7.1 A quorum shall comprise 50% + 1 (one) 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.

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 any 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 SUBIACO PRIMARY SCHOOL P&C ASSOCIATION
INCORPORATED**