

**SUBIACO PRIMARY SCHOOL
PARENTS & CITIZENS' ASSOCIATION INC
FACEBOOK COMMITTEE
TERMS OF REFERENCE**

1.0 NAME:

- 1.1 The Committee shall be called the Subiaco Primary School Parents & Citizens' Association Inc. Facebook Committee.

2.0 COMPOSITION:

- 2.1 (a) Not less than three 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.
(c) The committee shall be appointed at the AGM or General Meeting for a period of up until the next AGM.
(d) If the AGM or any subsequent meeting is unable to elect a committee then the Facebook page shall be suspended until such time a committee is formed.

3.0 RESPONSIBILITIES:

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

- 3.1 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 Ensuring the Facebook page is not to be used for any political messages, personal, religious or philosophical views.
- 3.3 Making sure comments posted by the committee should be professional in nature and portray the P&C in a positive and engaging manner.
- 3.5 Ensuring the Sub-committee shall have final say on any posted item and may delete comments, without explanation, deemed not to be in the spirit of the P&C or school community.
- 3.6 The President of the P&C shall have final say on deletion of comments.
- 3.7 The Guidelines produced by the WA Council of State Schools Organisation (WACSSO) may be used as direction for the committee and both the TOR and Guidelines shall be posted on the Facebook page.
- 3.8 That once a new Sub-committee is elected all editing permissions/passwords of the Facebook page shall be transferred to the new Sub-committee within 5 business days from the date of election.
- 3.9 The Sub-committee should regularly monitor posts and comments to the Facebook page. At least once a day is recommended.
- 3.10 Ensuring all images posted on the Facebook page are authorised by the owner and have been consented for release.

4.0 CODE OF CONDUCT:

- 4.1 All users of the Facebook page must post, respond or comment on issues that relate to the P&C only.
- 4.2 All committee users of the Facebook page must remain professional.
- 4.3 All users of the Facebook page must not post any personal information or discuss topics of a personal/private nature.
- 4.4 All users of the Facebook page must not post defamatory or derogatory comments
- 4.5 Swearing, obscene or abusive language is not permitted.
- 4.6 No comments shall be posted regarding the operation, administration or teaching issues at the school
- 4.7 Rude or obscene photographs (or links to photographs) shall not be posted.
- 4.8 Derogatory, defamatory, confrontational or incorrect information relating to a P&C committee member, executive position or employee should not be discussed on the Facebook page.
- 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.

5.0 ALTERATIONS TO RULES:

- 5.1 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**