

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

TERMS OF REFERENCE

1.0 NAME:

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

2.0 COMPOSITION:

- 2.1 (a) At least 3 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:

- *Support environmentally and socially sustainable practices across the school community in relation to, whole school events, school purchasing decisions, rubbish disposal processes and P&C social and fundraising events.*
- *Host inclusive events that provide opportunity for members of the school community to participate in activities that educate and engage people in environmentally and socially sustainable practices. Examples of events might involve seed saving workshops, movie nights, monthly or weekly soup kitchen, plant cuttings sale, and nature play and nature connection activities to enable community members to connect with the natural place around us (e.g., star gazing campouts on school oval).*
- *Educate and support the school community to recognise and act on environmentally and socially unsustainable practices that have social and environmental impacts locally and also across broader regional, national and global contexts. For example, litter clean ups, tree plantings, attending school strike 4 climate, support campaigns such as Australian Parents for Climate Action and Solar our Schools, write letters and request to meet with State and Federal MPs to address concerns.*

3.2 Financial support

- A) The Sub-committee will be provided with authority to expend up to \$200 per term to support the delivery of activities, resources and approved events.
- B) If required, a float will be provided to the Sub-committee.
- C) Any approved monies in excess of the amounts stated at 3.2 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 and approved as part of the expenditure request.
- D) Any surplus funds from Sub-Committee events will be provided to the P&C Treasurer immediately after the event.

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**