

**SORRENTO PRIMARY SCHOOL**  
**PARENTS AND CITIZENS' ASSOCIATION**  
**CANTEEN COMMITTEE**  
**TERMS OF REFERENCE**

**1.0 NAME:**

- 1.1 The committee shall be called the Sorrento Primary School Parents and Citizens' Association Canteen Committee.

**2.0 COMPOSITION:**

- 2.1 (a) Not more than ten (10) 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 and should be notified of proposed meetings.  
(c) The Canteen Supervisor shall be included in the committee in an advisory capacity only.
- 2.2 The members shall be elected each year by 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 committee, an election may be held at a general meeting of the P&C to fill the vacancy.
- 2.3 The committee, when formed, shall elect from its members a convenor, a secretary and a treasurer or one person as convenor/secretary/treasurer.

**3.0 RESPONSIBILITIES:**

Subject to direction of the P&C Association, the committee shall be responsible for:

- 3.1 The financial management of the canteen
- 3.2 Establishing canteen policy
- 3.3 Establishing nutritional guidelines
- 3.4 Ensuring relevant legislation in relation to taxation, superannuation, health and safety are adhered to.
- 3.5 Acquiring all suitable stock and goods for sale in the canteen, fix and frequently review prices and menus in consultation with the canteen supervisor
- 3.6 Acquiring and maintaining suitable equipment provided that the annual expenditure shall not exceed the amount authorised by the P&C Association. Establishing a reserve account for the purpose of equipment replacement and long-service leave provision for employees.

- 3.7 Operating a bank account at a level sufficient for the trading capital requirements of the canteen
- 3.8 Recruiting volunteers as shall be considered necessary
- 3.9 Appointing and paying canteen staff
- 3.10 Negotiating individual employee/employer agreements including wages, duties and conditions
- 3.11 Providing reports to all general meetings of the P&C Association and, when required, to the Executive Committee
- 3.12 Establishing credit accounts with suppliers as required for the operation of the canteen
- 3.13 Ensuring that Grievance Settlements/Dispute Resolution Procedures adopted by the P&C Association are followed.

#### **4.0 DUTIES OF CANTEEN COMMITTEE CONVENOR:**

- 4.1 The convenor, when present, shall preside at all meetings of the committee. In the event of the convenor being absent, the meeting shall elect a chairperson for the occasion.
- 4.2 The convenor shall ensure that a written report of the activities of the canteen 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; the report to include a written financial report consisting of a statement of receives and expenditure, up-to-date bank reconciliation statement and a copy of relevant bank statement/s and recommendations requiring the attention of the P&C.

## **5.0 DUTIES OF THE CANTEEN COMMITTEE SECRETARY:**

- 5.1 The secretary shall have custody of the documents of the committee and shall keep a full and correct record of its meetings. The documents and records shall be made available to the P&C Association.

## **6.0 DUTIES OF THE CANTEEN COMMITTEE TREASURER:**

- 6.1 The treasurer shall keep such books of account related to canteen activities as shall be directed, from time to time, by the P&C Association. The canteen treasurer is responsible to the P&C treasurer.
- 6.2 Arrange for paying of wages and deduction of taxation and superannuation etcetera.
- 6.3 Take out and keep current necessary insurance (eg Workcover and stock insurance).
- 6.4 A statement of receipts and expenditure, balance sheet and profit and loss must be prepared annually and all books passed to the P&C treasurer for audit by the association's honorary auditor or the books audited independently before presentation to the P&C treasurer.
- 6.5 The treasurer shall submit a written report including a statement of receipts and expenditure, up-to-date bank reconciliation statement and a copy of relevant banks statement/s to the canteen committee.
- 6.6 Make payments as necessary for the day to day running of the canteen as authorised by the canteen committee. Cheques can only be signed by those signatories identified in the **P&C Association September 2001 constitution at rule 12.5**. All cheques must be signed by two persons, eg any two of the P&C President, Treasurer, Secretary, Vice-President of the association and one member of the Executive Committee who is appointed for such purpose at the Annual General Meeting of the association. Associated documentation, such as invoices etcetera, should be attached to the cheque.
- 6.7 The treasurer shall, after establishment of the reserve account and trading capital, transfer to the general fund of the P&C Association, all surplus funds.
- 6.8 Ensure that all books of the committee are made available to the P&C Association treasurer as required and for the purpose of annual auditing.

## **7.0 MEETINGS:**

- 7.1 Meetings of the committee shall be at such times and places as determined by the committee, provided that not less than forty eight (48) hours' notice is given. It is desirable to meet at least once a month, preferably just prior to the general meeting of the P&C to enable a report to be prepared.

## **8.0 QUORUM:**

- 8.1 A quorum shall comprise 50 per cent plus 1 (one) of the current membership of the committee.

## **9.0 VOTING:**

- 9.1 All members and ex officio members of the canteen committee shall be entitled to one vote on any resolution or election at a meeting at which they are entitled to be present.

## **10.0 ALTERATIONS TO RULES:**

- 10.1 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 canteen committee, however, if the P&C Association wish the Principal to be a member, the Principal can be either elected or ex officio.
2. The treasurer of the P&C Association is the officer responsible for establishing the actual form of accounting used and is the officer ultimately responsible for all moneys received or expended by the canteen.
3. The name of the bank account is to be Sorrento School Parents & Citizens' Association (Canteen Committee). If the association is incorporated then the abbreviation "Inc" is used after the word "Association".
4. The canteen account is an account of the P&C, therefore cheques must be signed by those persons identified in the P&C constitution (September 2001) rule 12.5. These terms of reference cannot be amended. No signature should be placed on a cheque until details of the PAYEE and the AMOUNT have been entered.
5. All funds in the Canteen Committee Account are the property of the P&C Association. This means that if the main P&C runs short of funds, it is able to claim any excess funds from the Canteen Committee Account.

**SORRENTO PRIMARY SCHOOL**  
**PARENTS AND CITIZENS' ASSOCIATION**  
**FUNDRAISING COMMITTEE**  
**TERMS OF REFERENCE**

**1.0 NAME:**

- 1.1 The committee shall be called the Sorrento Primary School Parents and Citizens' Association Fundraising Committee.

**2.0 COMPOSITION:**

- 2.1 (a) Not more than ten (10) 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 and is to be notified of all proposed meetings.
- 2.2 The members shall be elected each year by 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 committee, an election may be held at a general meeting of the P&C to fill the vacancy.
- 2.3 The committee, when formed, shall elect from its members a convenor, a secretary or one person as convenor/secretary.

**3.0 RESPONSIBILITIES:**

Subject to direction of the P&C Association the fundraising committee shall be responsible for:

- 3.1 the organising and carrying out of fundraising events approved by the P&C
- 3.2 ensuring a calendar of events for the following year is tabled and adopted at the last meeting of the year for the P&C
- 3.3 providing a time line for each fundraising event (this could include such things as order forms sent home, return date, money to accompany order, expected date of goods being received by the P&C and sent home, etcetera – each time line would be relevant to the particular event.)
- 3.4 ensuring that the process for collection of moneys related to any fundraising event is approved by the P&C and shall not include establishing or maintaining a separate bank account.

**4.0 DUTIES OF FUNDRAISING COMMITTEE CONVENOR:**

- 4.1 The convenor, when present, shall preside at all meetings of the committee. In the event of the convenor being absent, the meeting shall elect a chairperson for the occasion.

4.2 The convenor shall ensure that a written report of the activities of the 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.

## **5.0 DUTIES OF THE FUNDRAISING COMMITTEE SECRETARY:**

5.1 The secretary shall have custody of the documents of the committee and shall keep a full and correct record of its meetings. The documents and records shall be made available to the P&C Association.

## **6.0 MEETINGS:**

6.1 Meetings of the committee shall be at such times and places as determined by the committee, provided that not less than forty eight (48) hours' notice is given. (It is desirable to meet at least once a month, preferably just prior to the general meeting of the P&C to enable a report to be prepared.)

## **7.0 QUORUM:**

7.1 A quorum shall comprise 50 per cent plus 1 (one) of the current membership of the committee.

## **8.0 VOTING:**

8.1 All members and ex officio members of the canteen committee shall be entitled to one vote on any resolution or election at a meeting at which they are entitled to be present.

## **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 Fundraising committee, however, if the P&C Association wish the Principal to be a member, the Principal can be either elected or ex officio.
2. Where the committee is established during the year the members are elected at the general meeting of the P&C. All members of the committee of the P&C must be financial members of the P&C.
3. All funds raised by the Fundraising committee are the property of the P&C Association.
4. Where one person is appointed as both Secretary/ Treasurer clauses 5 and 6 together would describe the duties of this person

**SORRENTO PRIMARY SCHOOL**  
**PARENTS AND CITIZENS' ASSOCIATION**  
**UNIFORM COMMITTEE**  
**TERMS OF REFERENCE**

**1.0 NAME:**

- 1.1 The committee shall be called the Sorrento Primary School Parents and Citizens' Association Uniform Committee.

**2.0 COMPOSITION:**

- 2.1 (a) Not more than six (6) 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 and is to be notified of all proposed meetings.
- 2.2 The members shall be elected each year by 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 committee, an election may be held at a general meeting of the P&C to fill the vacancy.
- 2.3 The committee, when formed, shall elect from its members a convenor, a secretary or one person as convenor/secretary.

**3.0 RESPONSIBILITIES**

Subject to direction of the P&C Association, the responsibilities of the committee shall be deciding the basic policy in relation to:

- 3.1 the selling of recommended uniforms at a reasonable cost;
- 3.2 the ordering and distribution of pre-ordered new uniforms;
- 3.3 the purchasing and selling of second-hand uniforms;
- 3.4 acquiring suitable shelf stock provided that the amount does not exceed the amount covered by the insurance policy;
- 3.5 recruiting voluntary workers as shall be considered necessary and ensuring that the helpers book is filled out and signed by any volunteers;
- 3.6 not maintaining a separate bank account but ensuring that the process for the collection of moneys related to any sale is approved by the P&C.
- 3.7 establishing and maintaining a stock control system

3.8 carrying out a reconciliation stock take of new and second-hand uniforms at the end of each term.

#### **4.0 DUTIES OF UNIFORM COMMITTEE CONVENOR:**

4.1 The convenor, when present, shall preside at all meetings of the committee. In the event of the convenor being absent, the meeting shall elect a chairperson for the occasion.

4.2 The convenor shall ensure that a written report of the activities of the 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. The report shall include a summary of incoming and outgoing expenses and any recommendations requiring the attention of the P&C.

#### **5.0 DUTIES OF THE UNIFORM COMMITTEE SECRETARY:**

5.1 The secretary shall have custody of the documents of the committee and shall keep a full and correct record of its meetings. The documents and records shall be made available to the P&C Association.

#### **6.0 MEETINGS:**

6.1 Meetings of the committee shall be at such times and places as determined by the committee, provided that not less than forty eight (48) hours' notice is given. (It is desirable to meet at least once a month, preferably just prior to the general meeting of the P&C to enable a report to be prepared.)

#### **7.0 QUORUM:**

7.1 A quorum shall comprise 50 per cent plus 1 (one) of the current membership of the committee.

#### **8.0 VOTING:**

8.1 All members and ex officio members of the uniform committee shall be entitled to one vote on any resolution or election at a meeting at which they are entitled to be present.

#### **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 Uniform committee, however, if the P&C Association wish the Principal to be a member, the Principal can be either elected or ex officio.
2. Where the committee is established during the year the members are elected at the general meeting of the P&C. All members of the committee of the P&C must be financial members of the P&C.
3. All funds raised by the Uniform committee are the property of the P&C Association.
4. Where one person is appointed as both Secretary/Treasurer clauses 5 and 6 together would describe the duties of this person

**SORRENTO PRIMARY SCHOOL**  
**PARENTS AND CITIZENS' ASSOCIATION**  
**KINDY COMMITTEE**  
**TERMS OF REFERENCE**

**1.0 NAME:**

- 1.1 The committee shall be called the Sorrento Primary School Parents and Citizens' Association INC (Kindy Committee)

**2.0 COMPOSITION:**

- 2.1 (a) Not more than six (6) 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 and is to be notified of all proposed meetings.
- 2.2 The members shall be elected each year by 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 committee, an election may be held at a general meeting of the P&C to fill the vacancy.
- 2.3 The committee, when formed, shall elect from its members a convenor, a secretary or one person as convenor/secretary.

**3.0 RESPONSIBILITIES:**

The responsibilities of the kindy committee are:

- 3.1 to promote the interests of the kindy
- 3.2 to encourage parents to participated in children's programs under the direction of the teacher
- 3.3 to stimulate the interests of parents in education through a variety of activities
- 3.4 to represent the special interest of the kindy students at the P&C meeting
- 3.5 to organise and carryout fundraising events appropriate to the kindy and approved by the P&C
- 3.6 to ensure a calendar of fundraising events for the current year is tabled and adopted at the second general meeting for the year of the P&C
- 3.7 to ensure that the process for collection of moneys related to any fundraising event is approved by the P&C and shall not include establishing or maintaining a separate bank account.

#### **4.0 DUTIES OF KINDY COMMITTEE CONVENOR:**

- 4.1 The convenor, when present, shall preside at all meetings of the committee. In the event of the convenor being absent, the meeting shall elect a chairperson for the occasion.
- 4.2 The convenor shall ensure that a written report of the activities of the 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. The report shall include a summary of incoming and outgoing expenses and any recommendations requiring the attention of the P&C

#### **5.0 DUTIES OF THE KINDY COMMITTEE SECRETARY:**

- 5.1 The secretary shall have custody of the documents of the committee and shall keep a full and correct record of its meetings. The documents and records shall be made available to the P&C Association.

#### **6.0 MEETINGS:**

- 6.1 Meetings of the committee shall be at such times and places as determined by the committee, provided that not less than forty eight (48) hours' notice is given. (It is desirable to meet at least once a month, preferably just prior to the general meeting of the P&C to enable a report to be prepared.

#### **7.0 QUORUM:**

- 7.1 A quorum shall comprise 50 per cent plus 1 (one) of the current membership of the committee.

#### **8.0 VOTING:**

- 8.1 All members and ex officio members of the uniform committee shall be entitled to one vote on any resolution or election at a meeting at which they are entitled to be present.

#### **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 Kindy committee, however, if the P&C Association wish the Principal to be a member, the Principal can be either elected or ex officio.
2. Where the committee is established during the year the members are elected at the general meeting of the P&C. All members of the committee of the P&C must be financial members of the P&C.

3. All funds raised by the Kindy committee are the property of the P&C Association. If the main P&C runs short of funds it is able to claim any excess funds from committee accounts.
4. Where one person is appointed as both Secretary/ Treasurer clauses 5 and 6 together would describe the duties of this person

**SORRENTO PRIMARY SCHOOL**  
**PARENTS AND CITIZENS' ASSOCIATION INC**  
**DISCO COMMITTEE**  
**TERMS OF REFERENCE**

**1.0 NAME:**

- 1.1 The committee shall be called the Sorrento Primary School Parents and Citizens' Association (Disco Committee)

**2.0 COMPOSITION:**

- 2.1 (a) Not more than six (6) 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 and is to be notified of all proposed meetings.
- 2.2 The members shall be elected each year by 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 committee, an election may be held at a general meeting of the P&C to fill the vacancy.
- 2.3 The committee, when formed, shall elect from its members a convenor, a secretary or one person as convenor/secretary.

**3.0 RESPONSIBILITIES:**

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

- 3.1 the organising and carrying out of Disco fundraising events approved by the P&C
- 3.2 ensuring a calendar of events for the following year is tabled and adopted at the last meeting of the year for the P&C
- 3.3 providing a time line for each Disco fundraising event (this could include such things as order forms sent home, return date, money to accompany order, expected date of goods being received by the P&C and sent home, etcetera – each time line would be relevant to the particular event.)
- 3.4 ensuring that the process for collection of moneys related to any fundraising event is approved by the P&C and shall not include establishing or maintaining a separate bank account.

**4.0 DUTIES OF DISCO COMMITTEE CONVENOR:**

- 4.1 The convenor, when present, shall preside at all meetings of the committee. In the event of the convenor being absent, the meeting shall elect a chairperson for the occasion.
- 4.2 The convenor shall ensure that a written report of the activities of the 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. The report to include a summary of incoming and outgoing expenses and any recommendations requiring the attention of the P&C.

## **5.0 DUTIES OF THE DISCO COMMITTEE SECRETARY:**

- 5.1 The secretary shall have custody of the documents of the committee and shall keep a full and correct record of its meetings. The documents and records shall be made available to the P&C Association.

## **6.0 MEETINGS:**

- 6.1 Meetings of the committee shall be at such times and places as determined by the committee, provided that not less than forty eight (48) hours' notice is given. (It is desirable to meet at least once a month, preferably just prior to the general meeting of the P&C to enable a report to be prepared.

## **7.0 QUORUM:**

- 7.1 A quorum shall comprise 50 per cent plus 1 (one) of the current membership of the committee.

## **8.0 VOTING:**

- 8.1 All members and ex officio members of the canteen committee shall be entitled to one vote on any resolution or election at a meeting at which they are entitled to be present.

## **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 Disco committee, however, if the P&C Association wish the Principal to be a member, the Principal can be either elected or ex officio.
2. Where the committee is established during the year the members are elected at the general meeting of the P&C. All members of the committee of the P&C must be financial members of the P&C.

3. All funds raised by the Disco committee are the property of the P&C Association. If the main P&C runs short of funds it is able to claim any excess funds from committee accounts
4. Where one person is appointed as both Secretary/Treasurer clauses 5 and 6 together would describe the duties of this person.

**SORRENTO PRIMARY SCHOOL**  
**PARENTS AND CITIZENS' ASSOCIATION**  
**BOOKCLUB COMMITTEE**  
**TERMS OF REFERENCE**

**1.0 NAME:**

- 1.1 The committee shall be called the Sorrento Primary School Parents and Citizens' Association (Bookclub Committee).

**2.0 COMPOSITION:**

- 2.1 (a) Not more than six (6) 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 and is to be notified of all proposed meetings.
- 2.2 The members shall be elected each year by 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 committee, an election may be held at a general meeting of the P&C to fill the vacancy.
- 2.3 The committee, when formed, shall elect from its members a convenor, a secretary or one person as convenor/secretary.

**3.0 RESPONSIBILITIES:**

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

- 3.1 the organising and carrying out of Bookclub fundraising events approved by the P&C
- 3.2 ensuring a calendar of events for the following year is tabled and adopted at the last meeting of the year for the P&C
- 3.3 providing a time line for each Bookclub fundraising event (this could include such things as order forms sent home, return date, money to accompany order, expected date of goods being received by the P&C and sent home, etcetera – each time line would be relevant to the particular event.)
- 3.4 ensuring that the process for collection of moneys related to any Bookclub event is approved by the P&C and shall not include establishing or maintaining a separate bank account.
- 3.5 ensuring that the spending of accumulated points is agreed by the committee. The committee will have the right to select an option that they deem to be in the best interest of the P&C.



#### **4.0 DUTIES OF BOOKCLUB COMMITTEE CONVENOR:**

- 4.1 The convenor, when present, shall preside at all meetings of the committee. In the event of the convenor being absent, the meeting shall elect a chairperson for the occasion.
- 4.2 The convenor shall ensure that a written report of the activities of the 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. The report shall include a summary of incoming and outgoing expenses, available reward points, committee decisions made on the use of points, and any recommendations requiring the attention of the P&C.

#### **5.0 DUTIES OF THE BOOKCLUB COMMITTEE SECRETARY:**

- 5.1 The secretary shall have custody of the documents of the committee and shall keep a full and correct record of its meetings. The documents and records shall be made available to the P&C Association.

#### **6.0 MEETINGS:**

- 6.1 Meetings of the committee shall be at such times and places as determined by the committee, provided that not less than forty eight (48) hours' notice is given. (It is desirable to meet at least once a month, preferably just prior to the general meeting of the P&C to enable a report to be prepared.)

#### **7.0 QUORUM:**

- 7.1 A quorum shall comprise 50 per cent plus 1 (one) of the current membership of the committee.

#### **8.0 VOTING:**

- 8.1 All members and ex officio members of the canteen committee shall be entitled to one vote on any resolution or election at a meeting at which they are entitled to be present.

#### **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 Bookclub committee, however, if the P&C Association wish the Principal to be a member, the Principal can be either elected or ex officio.

2. Where the committee is established during the year the members are elected at the general meeting of the P&C. All members of the committee of the P&C must be financial members of the P&C.
3. All funds raised by the Bookclub committee are the property of the P&C Association. If the main P&C runs short of funds it is able to claim any excess funds from committee accounts.
4. Where one person is appointed as both Secretary/ Treasurer clauses 5 and 6 together would describe the duties of this person.

**SORRENTO PRIMARY SCHOOL**  
**PARENTS AND CITIZENS' ASSOCIATION**  
**SCHOOL BANKING COMMITTEE**  
**TERMS OF REFERENCE**

**1.0 NAME:**

- 1.1 The committee shall be called the Sorrento Primary School Parents and Citizens' Association (School Banking Committee).

**2.0 COMPOSITION:**

- 2.1 (a) Not more than six (6) 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 and is to be notified of all proposed meetings.
- 2.2 The members shall be elected each year by 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 committee, an election may be held at a general meeting of the P&C to fill the vacancy.
- 2.3 The committee, when formed, shall elect from its members a convenor, a secretary or one person as convenor/secretary.

**3.0 RESPONSIBILITIES:**

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

- 3.1 the organising and carrying out of School Banking events approved by the P&C
- 3.2 ensuring that the process for collection of moneys related to any fundraising event is approved by the P&C.
- 3.3 holding a bank account for the sole purpose of holding funds for transfer to children's accounts. The name of the account must be Sorrento Primary School Parents and Citizens' Association (School Banking Account). The signatories on the account will only be those identified in the **P&C Association September 2001 constitution at rule 12.5**. All cheques must be signed by two persons, eg any two of the P&C President, Treasurer, Secretary, Vice-President of the association and one member of the Executive Committee who is appointed for such purpose at the Annual General Meeting of the association. Associated documentation, such as invoices etcetera, should be attached to the cheque.

#### **4.0 DUTIES OF SCHOOL BANKING COMMITTEE CONVENOR:**

- 4.1 The convenor, when present, shall preside at all meetings of the committee. In the event of the convenor being absent, the meeting shall elect a chairperson for the occasion.
- 4.2 The convenor shall ensure that a written report of the activities of the 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. The report shall include a summary of the total number of registered school banking members, commission received and where relevant the funds in the holding account and any recommendations requiring the attention of the P&C.

#### **5.0 DUTIES OF THE SCHOOL BANKING COMMITTEE SECRETARY:**

- 5.1 The secretary shall have custody of the documents of the committee and shall keep a full and correct record of its meetings. The documents and records shall be made available to the P&C Association.

#### **6.0 MEETINGS:**

- 6.1 Meetings of the committee shall be at such times and places as determined by the committee, provided that not less than forty eight (48) hours notice is given. (It is desirable to meet at least once a month, preferably just prior to the general meeting of the P&C to enable a report to be prepared.

#### **7.0 QUORUM:**

- 7.1 A quorum shall comprise 50 per cent plus 1 (one) of the current membership of the committee.

#### **8.0 VOTING:**

- 8.1 All members and ex officio members of the canteen committee shall be entitled to one vote on any resolution or election at a meeting at which they are entitled to be present.

#### **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 School Banking committee, however, if the P&C Association wish the Principal to be a member, the Principal can be either elected or ex officio.
2. Where the committee is established during the year the members are elected at the general meeting of the P&C. All members of the committee of the P&C must be financial members of the P&C.
3. All funds raised by the School Banking committee in the form of commission are the property of the P&C Association and must be transferred on a regular basis into the general P&C account.
4. Where one person is appointed as both Secretary/Treasurer clauses 5 and 6 together would describe the duties of this person.