Hornsby Heights Public School
Parents & Citizens’ Association

School club Sub-Committee
Terms of Reference

1. **Purpose**
The School Club Sub-committee:
   1.1 raises funds for the purchase of goods and /or services for the school;
   1.2 caters for school and /or Association events such as Kindergarten Orientation Sessions and Kindergarten Parent Information Nights; and
   1.3 provides a regular opportunity for social contact between parents.

2. **Membership**
The sub-committee shall comprise interested members of the Association and other interested members of the school community.

3. **Meetings**
The sub-committee shall elect a Chairperson and hold meetings as appropriate for the effective operation of the sub-committee.

4. **Finances**
   4.1 **Ownership of Funds**
   In accordance with the Association’s constitution, any funds raised or handled by the sub-committee are legally funds of the Association.

   4.2 **Funds for Normal Operation**
   The sub-committee shall raise all funds necessary for its normal operation. The Association may provide additional funds for special projects.

   4.3 **Day-to-day Expenditure**
   The sub-committee has delegated authority to spend $1,500 per term as required for the day-to-day operation of the School Club-committee without reference to the Association.

   4.4 **Additional Expenditure**
   Any expenditure beyond the amounts specified in 4.3 or on any purchase not consistent with the sub-committee’s purpose, must have prior approval by a general meeting of the Association or, in the case of an emergency, by three members of the Executive Committee, subject to the sub-committee having raised adequate funds to cover the propose purchased.

   4.5 **Financial Management**
   The subcommittee shall comply with the ‘Guidelines for Financial Management’.
5 Reporting to the Association

5.1 Representation on the Association
The sub-committee shall elect one of its members to represent it at meetings of the Association. The representative shall be a member of the Association.

5.2 Reporting to the Association
The sub-committee shall provide monthly financial report and an Annual Report to the Association’s Annual General Meeting.