Hornsby Heights Public School
Parents & Citizens’ Association

Uniform Shop Sub-Committee
Terms of Reference

1. Purpose
The Uniform Shop sells uniforms and accessories for children attending Hornsby Heights Public School. The Uniform Shop Sub-committee is responsible for the efficient operation of the Uniform Shop. In particular the sub-committee shall:

- Select appropriate suppliers, on the basis of style, availability, price, quality of product etc.
- Purchase wholesale all boys and girls school uniform requirements (including accessories and sports uniforms) in accordance with the school’s current uniform as specified by the P&C Association;
- Purchase additional or unusual items of uniform or general clothing as directed by the P&C Association;
- Determine appropriate retail prices for uniform and accessories;
- Determine rosters of volunteers to ensure that the Uniform Shop is open on a regular basis to meet the needs of the school community;
- Provide uniforms and/or accessories, as appropriate, in accordance with the Association’s policy for the charity provision of goods and/or services by sub-committees;
- Sell second-hand uniforms and/or accessories which are donated to the shop;
- Sell school backpacks and girls’ summer dresses and winter tunics on consignment, if they are of adequate quality;
- Advise customers in the choice and care of items, if appropriate;
- Undertake associated administrative tasks and maintain accurate accounts
- Undertake any other necessary activities consistent with the sub-committee’s purpose.

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 the following amounts per term as required for the day-to-day operation of the Uniform Shop without reference to the Association:

- Term One: $10,000
- Term Two: $15,000
- Term Three: $10,000
- Term Four: $10,000

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