

Hornsby Heights Public School Parents & Citizens' Association

Dance Sub-Committee Terms of Reference

1. Purpose

The Dance Program is part of the Physical Education curriculum at Hornsby Heights Public School. Dance lessons are provided for students in Kindergarten to Year Six. The Dance Program assists the children to develop coordination and social skills and to build confidence and self-esteem.

In particular the sub-committee shall:

- negotiate with the Principal for the allocation of class time for dance lessons and performances;
- develop timetables for dance lessons;
- liaise with and pay contract dance teacher(s);
- determine appropriate fees to be charged for each grade;
- collect fees for;
- identify and/or organize appropriate opportunities for students to compete or perform, including eisteddfods, school events and/or community events;
- purchase materials and accessories for costumes and props, and makeup and other incidentals for performances;
- coordinate the design and preparation of costumes and props;
- arrange for the storing and maintenance of costumes and props
- coordinate the transport of props etc. to venues for rehearsals and performances;
- arrange for children to attend external dance workshops, when appropriate;
- provide tuition, costumes and/or props, as appropriate, in accordance with the Association's policy for the charitable provision of goods and services by sub-committees;
- undertake associated administrative and/or organisational 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 \$10,000 per term as required for the day-to-day operation of the Dance Program 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 purchase.

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