

# 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