

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