Page **1** of **2** Hornsby Heights Public School P&C School Club Terms of Reference 4 Sept 13

 **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 Co-ordinator 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 $4000.00 each semester non-cumulative 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’.

Page **2** of **2** Hornsby Heights Public School P&C School Club Terms of Reference 4 September 2013

**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