**HORNSBY HEIGHTS PUBLIC SCHOOL PARENTS & CITIZENS ASSOCIATION**

**UNIFORM 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 uniforms and accessories;

\*determine rosters of volunteers to ensure that the Uniform Shop is open on a regular basis to meet the needs of the community;

\*provide uniforms and/or accessories, as appropriate, in accordance with the Association’s policy for the Charitable provision of goods and/or services by sub-committees;

\*arrange dressmaking services to assist customers in the repair and alteration of uniforms, if an appropriate dressmaking service is available;

\* sell second-hand uniforms and/or accessories which are donated to the shop;

\*sell school backpacks and girl’s 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 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 of 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:

Semester One: $25000.00 non-cumulative

Semester Two: $20000.00 non cumulative

**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 proposed purchase.

**4.5 Financial Management Guidelines –** Refer to GUIDELINES FOR FINANCIAL MANAGEMENT. Funds are to be banked to General account 062181 00901682

**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 reports and an Annual Report to the Association’s Annual General Meeting.

Tim Inman P&C President (TOR accepted at General meeting 04/09/2013)