

**CANNING VALE PRIMARY SCHOOL
PARENTS & CITIZENS' ASSOCIATION INC
FUNDRAISING COMMITTEE
TERMS OF REFERENCE**

1.0 NAME:

- 1.1 The Committee shall be called the Canning Vale Primary School Parents & Citizens' Association Inc. (Fundraising Committee)

2.0 COMPOSITION:

- 2.1 (a) Not more than 10 members one of whom shall be a member of the P&C Executive Committee.
(b) The President of the P&C shall be an ex officio member.
- 2.2 The members shall be elected each year at the Annual General Meeting of the P&C Association by and from the financial and ex officio members of the P&C. In the event of a position becoming vacant on the committee an election may be held at a general meeting of the P&C to fill the vacancy.
- 2.3 The Committee when formed shall elect from its members a Convener and a Secretary.

3.0 RESPONSIBILITIES:

Subject to direction of the P&C Association the responsibilities of the Committee shall be:

- 3.1 The fundraising committee shall be responsible for:
- the organising and carrying out of fundraising event approved by the P&C
 - ensuring a proposed concept calendar of fundraising events for the following year is tabled at the last meeting for the year of the P&C and confirmed term by term.
 - ensuring a final calendar of fundraising events for the following term is tabled at the last meeting of the P&C for each term
 - developing a "time-line" for each fundraising event, (This could include such things as order forms sent home, return date, money to accompany order, expected date of goods being received by the P&C and sent home, etc – each time-line would be relevant to the particular event.)
 - ensuring that the Cash-handling and reimbursement of expenses guidelines be adhered to
- 3.2 Deciding the basic policy in relation to the P&C Stall re:
- The selling of approved new items (i.e. hair accessories, book covers) at a reasonable cost;
 - The ordering and distribution of pre-ordered new items;
 - The receiving, cleaning and selling of preloved items.
- 3.3 Acquiring suitable shelf stock provided that the amount does not exceed the amount covered by the insurance policy.
- 3.4 Recruiting voluntary workers as shall be considered necessary and ensuring that the Helper's book is filled out and signed by any volunteers.
- 3.5 Ensuring that a float of a level sufficient for the trading requirements is requested for all activities.
- 3.6 Establish and maintain a stock control system.
- 3.7 Carry out a reconciliation stocktake at the end of each term.

4.0 DUTIES OF CONVENER:

- 4.1 The Convener when present, shall preside at all meetings of the Committee. In the event of the Convener being absent the meeting shall elect a chairperson for the occasion.
- 4.2 The Convener shall ensure that a written report/minutes of the activities of the committee is presented to all general meetings of the P&C Association (or executive committee) and at such times as directed by the general meeting of the P&C association. Where relevant, the report to include a written financial report consisting of a statement of receipts and expenditure and any recommendations requiring the attention of the P&C.

5.0 DUTIES OF THE SECRETARY:

5.1 The Secretary shall have custody of the documents of the Committee and shall keep a full and correct record of its meetings. These documents and records shall be made available to the P&C Association as required.

6.0 MEETINGS:

6.1 Meetings of the Committee shall be at such times and places as determined by itself provided that not less than forty-eight (48) hours notice is given. (Suggest seven (7) days notice). It is desirable to meet twice a term preferably just prior to a general meeting of the P&C to enable a report to be prepared.

7.0 QUORUM:

7.1 A quorum shall comprise 50% + 1 (one) of the current membership of the Committee.

8.0 VOTING:

8.1 All members and ex officio members shall be entitled to one vote on any resolution or election at a meeting at which they are entitled to be present.

8.2 Voting shall be by show of hands.

9.0 ALTERATIONS TO RULES:

9.1 All proposed amendments to these rules must be approved by the general meeting of the P&C Association.

NOTES:

1. *It is not a requirement that the principal be a member of the Committee. However if the P&C Association wishes the principal to be a member the principal may choose to join and be either elected or ex officio.*

2. *Where the committee is established during the year the members are elected at a general meeting of the P&C. All members of a committee of the P&C must be financial members of the P&C.*

The Committee is at all times responsible to the General Meeting of the P&C Association.