Austinmer Public School P&C Association

PART 1 - STRUCTURE

The Association is an incorporated entity in accordance with the Education Act, 1998. This means that no personal liability can attach to members of the Associations management committee for any decisions that might be made leading to claims against the Association. The Association takes out all prudent insurances necessary to protect itself and its members.

Management Committee

Management of the Association is conducted by a management committee consisting of 5 office bearers (‘executive committee’) and up to 6 non-executive positions. The executive committee is comprised of the following office bearers:-

1. President
2. Two Vice Presidents
3. Secretary
4. Treasurer

These are all voluntary positions and are all nominated and elected at the Annual General Meeting (“AGM”). Any positions on the executive committee or the management committee which are not filled at the AGM remain as casual vacancies until someone is appointed to the position.

The financial year of the Association runs from 1 October to 30 September each year. The membership year, however, runs from the 1 January to the 31 December in any particular year. Membership fees for the Association are set at the AGM. At present the membership fee remains at the minimum prescribed amount of 50c.

The management of the Association is vested in the management committee which is largely directed by the executive committee. The executive committee meets 1 week before each meeting of the Association to consider reports from the subcommittees and to determine what matters are to be put before the members of the Association at the next coming general meeting of members and to set the agenda. Any member of the association can also write to the secretary and ask for an item of interest or concern to them to be out on the agenda for the next meeting. Such requests need to get to the secretary at least a week before the scheduled meeting.

Special general meetings can be called at any time by the secretary or the prescribed number of members on 21 days’ notice.

Voting at meetings is limited to financial members. Any person joining for the first time at or before any particular meeting cannot vote at that meeting but must wait until his or her name is entered in the register so they can vote at the following meeting. This is intended to stop the ‘stacking’ of the committee on any particular issue arising for the first time.

No member of the executive committee can occupy the same office for more than three consecutive years.
Subcommittees

Much of the most important work of the Association is done by a number of subcommittees that are established from time to time depending on areas of interest. The current subcommittees are:-

1. Fundraising;
2. Business fund raising;
3. Events;
4. Grounds and facilities;
5. Canteen;
6. Communication;
7. Music, arts and languages;

The subcommittees are chaired by a financial member of the Association. They are required to comprise a minimum of 2 persons. Non-members are welcome to take a role in subcommittees at any other level. For example canteen volunteers are welcome and they need not be a member of the subcommittee or the association to get on to the canteen roster. The same applies to the numerous volunteers that help at any of the other functions the Association conducts.

The subcommittees are set up to primarily assist the school and the Association in the following ways:-

1. Fundraising – this subcommittee organises various fundraising activities and events throughout the year. This requires in some occasions the assistance of a large number of volunteers working behind the scenes. The events in the past have included large scale productions including the trivia and theme nights down to shopping expeditions.

2. Business Fundraising - this subcommittee is responsible for the preparation of funding applications to NSW Departments and corporations who have funds are available for community purposes which might be used towards the benefit of the school. This subcommittee does require some experience in administration and the approaches to take when sourcing government or corporate funds to be effective.

3. Events – this subcommittee is responsible for the large scale events which are a substantial part of the Associations fundraising. These have included in the past a school fete and more recently cabaret and theme nights.

4. Grounds and facilities – this subcommittee assists the school with maintenance, gardening and general clean-up issues through the year. This is mostly convened by way of a day of activity at the school calling on as many volunteers who are willing to come involved. This is a very useful adjunct to the school and keeps the schools maintenance costs down.

5. Canteen – this canteen presently operates 5 days per week with the subcommittee assisted by numerous volunteers at different times. The canteen orders food and other supplies and runs to its own budget. The Canteen sets its own menu which changes from time to time. The Canteen is a substantial contributor to the funds raised by the Association each year.

6. Communication – this subcommittee is responsible for management of the P&C folder on the school website, liaising between the school and the Association, advising of all its relevant Associations function and significant activities in the school newsletter and managing the noticeboard on the school boundary on the Austinmer Street side.
7. Music, arts and languages – this subcommittee is responsible for assisting the school to develop musical programs outside the school curriculum. Generally it operates after school hours and may include foreign language classes.

Class coordinators

Class co-ordinators are parental volunteers who agree to act as an informal liaison between all families and parents in any particular class within the school. This is usually a class in which the co-ordinator may have one or more children. The role is predominately more of a social position rather than one which is intended to distribute information relevant to the school or the Association.

PART 2 - COMMUNICATION AND FUNDRAISING

1. Subcommittees

The subcommittees are meant to be the initial point of contact for new ideas and for the development of projects, particularly fundraising activities. Any member of the parent body who has an interest in a particular cause or suggestions for fundraising should make contact initially with the chairperson of the relevant subcommittee and arrange to attend a meeting with him/her and other members of the committee to discuss it.

There are no requirements for the conduct of regular subcommittee meetings and these can be conducted informally whenever needed.

In the event that an idea is brought before a subcommittee which is considered by the members of that committee to be worth pursuing it then needs to be further examined and considered. Once a final proposal has been put together it needs to be submitted to the secretary for consideration by the executive at the next meeting of the executive committee.

The subcommittee needs to put a proposal to the executive that it can consider and make a determination as to whether or not it should be put to the members for approval. This means that any submission needs to be properly thought out and costed at least in terms of realistic estimates if not accurately.

The basic requirements for a submission to the executive committee are that:-

a. The submission should be typed and easy to read;

b. It must clearly describe the project and the aims and objectives it intends to meet;

c. Background analysis should be conducted if it is likely to involve the school and teachers. If not approved by the school it may not be worth submitting;

d. It should show the executive exactly how much money is likely to be required. Preferably it should be submitted with a list of likely expenditures (known or estimated) together with an indication as to how much money it is hoped might be raised and the basis for that.

e. It should also indicate whether this is a long or short term proposal and what input might be needed either from members of the Association, other professionals or experts and/or volunteers to achieve the objective.
2. Executive committee
The executive committee will consider at its next meeting any submission put by a particular subcommittee for consideration and/or funding. If it seems that funds are available and the matter is in a form that can be properly put to the members for an informed decision it will be placed by the secretary as an agenda item for the next meeting.

3. Committee meeting
At the committee meeting any item put on the agenda for consideration that has been previously raised by a committee and considered by the executive committee will be considered and if appropriate voted on by the members present. Members of the subcommittee may attend the committee meeting even if not financial members to speak on the proposal. Only financial members may ultimately vote on any issue arising or approval required.

Ideas raised generally in the course of general business or out of any other reports which involve expense may not be considered and voted upon by the members unless already an agenda item.

In those circumstances such ideas would be referred to the relevant subcommittee for further consideration and the process outlined above then being followed.

4. Communicating the outcome
If a particular event or idea is considered appropriate and adopted then the school community will be informed through the website and the Newsletter of this fact. The requirements, whatever they may be and particularly if they involve volunteers, will be outlined in the newsletter and on the website.

2 November 2012