

## **TPS P&C - Sub-committee Guidelines**

Under its Constitution, TPS P&C may establish subcommittees, however styled, to carry out specific functions on its behalf.

Any subcommittees that are established are required to report regularly at meetings of the association and follow any directions received from the association.

The association may dissolve a subcommittee at any time. Any funds raised or handled by a subcommittee are, for all purposes, funds of the association.

A subcommittee can be established (or dissolved) upon resolution of the members in a P&C meeting.

The NSW P&C Federation recommends that a set of rules be established for each new subcommittee in order to ensure clarity of purpose and the efficient and effective functioning of the subcommittee in accordance with the directions of the school P&C.

The Model Rules that follow are extracted from the NSW P&C Federation website. Whilst these were specifically designed for a Canteen subcommittee they provide a useful guide as to content and structure for other subcommittees.

## **Model Canteen Subcommittee Rules**

### **1. Name**

The committee shall be known as the .....School P&C Association Canteen Committee.

### **2. Aims**

- (a) To provide a balanced and nutritious food service to children of the school at a reasonable cost.
- (b) To maintain standards of health care in relation to the preparation, supply and service of food at the canteen.
- (c) To provide a service to the school community.
- (d) To support the school in its health education program.

### **3. Membership of the committee**

The committee shall consist of nine (9) members elected annually at the annual general meeting of the P&C Association. Membership will consist of: a Canteen Convenor, a Canteen Scribe/Minute Taker, a representative of the Treasurer (this can be the Treasurer him/herself) and five (5) other members of the P&C Association. The Principal shall be a member ex-officio of the committee.

### **4. Duties of the committee**

- (a) The committee shall organise and control the full administration of the canteen. However, the committee shall be responsible in all its actions to the P&C association which shall have the right to reorganise, disband or close the committee, such decisions to be supported by majority vote at a general or special meeting of the P&C

Association called for that purpose. Notice of Motion for action to reorganise, disband or close must be given in writing to the Secretary of the P&C Association and must be signed by six (6) financial members of the P&C Association. Further, such notice shall be circularized to all members at least seven (7) days in advance of the general or special meeting.

- (b) The committee shall present a report to each general meeting of the P&C Association.
- (c) The Treasurer's representative must lodge with the association's Treasurer a current financial statement for presentation to each general meeting of the association.

## **5. Meeting of the committee**

- (a) The committee shall meet at least once a month during school term time.
- (b) The quorum for all meetings shall be five (5) members
- (c) A special meeting may be summoned by the Canteen Convenor on a written request signed by at least two (2) members of the committee. Seven (7) days notice of any such meeting, stating the business of the meeting, shall be given to all members of the committee.

## **6. Funds**

- (a) All money received by the committee shall be deposited in an account in the name of the committee.
- (b) All accounts are to be paid by cheque. Cheques are to be signed by any two (2) of the Canteen Convenor, Treasurer's representative, Canteen Scribe/Minute Taker. All income received by the Canteen shall be given to:
  - (i) Canteen maintenance and replacement of stock or equipment.
  - (ii) The purchase of additional equipment for the efficient running of the Canteen.
  - (iii) The provision of superannuation and/or long service leave, as may be required.
  - (iv) The general funds of the P&C Association
- (c) Capital purchases exceeding \$500 must secure prior approval from the P&C Association or its Executive Committee.

## **7. Canteen operation rules**

- (a) A stock-take shall be affected at the end of each term.
- (b) All discounts, allowances, complimentary articles, gifts, concessions and the proceeds thereof from any supplier of goods or services, directly or indirectly, to the Canteen shall remain the sole property of the Canteen and be properly recorded and later accounted for at the time of stock-taking.
- (c) In accordance with the mandatory guidelines developed under the NSW Healthy School Canteen Strategy. All P&C run canteens must adhere to these guidelines from the beginning of Term 1, 2004. Updated information will be available through the P&C Journal, the term newsletter and the website.

**8. Employees**

- (a) The committee may appoint and employ a supervisor and other necessary staff and shall determine rates of remuneration and conditions of engagement and shall terminate such arrangements as it thinks fit, provided that the Shop Employees (State) Award is adhered to.
- (b) The supervisor shall be responsible to the committee for the proper conduct of the canteen.
- (c) The committee shall ensure that the parent body has obtained workers compensation insurance to cover all employees and public liability insurance. The premium payable on any such policy or policies shall be charged to the canteen funds.

**9. Audit**

The accounts of the Canteen committee shall be audited annually as part of the audit of the association accounts.

**10. Alterations**

No alterations shall be made to these rules except at a general or special meeting of the association.

SIGNED BY

.....  
COMMITTEE CONVENOR

DATED \_\_/\_\_/\_\_

AUTHORISED BY  
.....

P&C ASSOCIATION PRESIDENT  
.....

P&C ASSOCIATION SECRETARY

DATED \_\_/\_\_/\_\_