

("the Association")

## TERMS OF REFERENCE for the **MUSIC PARENTS COMMITTEE**

### 1. NAME

The name of the Committee is the "Churchlands Senior High School Parents and Citizens' Association Inc. Music Parents Committee" (herein called "the Committee")

### 2. COMPOSITION

- 2.1 (a) Not more than four elected members one of whom shall be a member of the P&C Executive Committee (P&C MPC Liaison)  
(b) In addition, the President of the Association and the head of the School of Music shall be ex-officio members.
- 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 Association. In the event of a position becoming vacant on the Committee an election may be held at a General Meeting of the Association to fill the vacancy.
- 2.3 The Committee when formed shall elect from its members a Coordinator, a Secretary and a Treasurer.

### 3. RESPONSIBILITIES

The responsibility of the Committee is to promote and support the School of Music at Churchlands Senior High School. To enable the Committee to carry out its responsibilities, the Committee is authorised:

- 3.1 to promote and coordinate the involvement of volunteers to support the School of Music activities and events;
- 3.2 to open a bank account in the name of "Churchlands Senior High School Parents and Citizens Association Inc (Music Parents Account)" PROVIDED THAT the signatories to such account is to be any two of the President, Treasurer or Secretary of the **Association**;
- 3.3 to convene fund-raising events and raise funds on behalf of the Association for the achievement of its objects;
- 3.4 to deposit funds raised into its authorised bank account (or when funds are raised specifically for the Music Tour to deposit the funds into the appropriate school bank account);
- 3.5 to expend its funds for purposes falling within its responsibilities in accordance with resolutions duly passed at meetings of the Committee but always subject to the proviso contained in clause 3.1 above; and

- 3.6 to convene meetings from time to time of all or any parents or carers of music students at Churchlands Senior High School to discuss matters related to the Association's objects and within the responsibility of the Committee.

## **4. DUTIES OF THE COORDINATOR**

The Coordinator of the Committee:

- 4.1 The Coordinator when present, shall preside at all meetings of the Committee. In the event of the Coordinator being absent the meeting shall elect a chair for the occasion.
- 4.2 The Coordinator shall ensure that a written report of the activities of the Committee is presented to all General Meetings of the Association (or Executive Committee) and at such times as directed by the General Meeting of the Association.

## **5. DUTIES OF THE SECRETARY**

The Secretary of the Committee:

- 5.1 shall have custody of the documents of the Committee other than its financial records;
- 5.2 shall maintain accurate records of all members, volunteers and supporters of the Committee;
- 5.3 shall keep full and correct minutes of its meetings and include the President and Secretary of the Association on the circulation list; and
- 5.4 shall make the Committee's other records available to the Executive Committee of the Association on request.

## **6. DUTIES OF THE TREASURER**

The Treasurer of the Committee:

- 6.1 shall ensure that the financial procedures and rules of the Association are followed at all times;
- 6.2 shall keep such books of account of the Committee's financial affairs as the Association's Treasurer from time to time directs;
- 6.3 shall submit financial statements to the Association as required by the Association's Treasurer from time to time;
- 6.4 shall make the Committee's financial records available to the Executive Committee of the Association in auditable form whenever so requested by the Association's Treasurer and in any event during December or January each year.

## **7. MEETINGS OF THE COMMITTEE**

- 7.1 Meetings of the Committee shall be at such times and places as determined by the Committee, provided that not less than 48 hours notice is given, but preferably 7 days notice.

- 7.2 A quorum for the purposes of any meeting of the Committee shall consist of three of the members of the Committee.
- 7.3 All members and ex-officio members of the Committee shall be entitled to one vote on any resolution or election at a meeting and the Coordinator shall in addition have a casting vote.
- 7.4 Voting shall be by show of hands unless the Coordinator directs that a secret vote be taken.

## **8. AMENDING THESE TERMS OF REFERENCE**

These terms of reference may be amended by the Association only.

*These Terms of Reference were adopted at a General Meeting of the Churchlands Senior High School Parents & Citizens Association Incorporated held on 2 December 2019.*

---

President of the Association

---

Secretary

---

Coordinator of the Committee