

Bob Hawke College School Parents & Citizens Association Inc

Terms of Reference for the Music Parents Collective

1. NAME

- 1.1. The name of the Subcommittee is the “Bob Hawke College Parents and Citizens Association Inc Music Parents Collective”, herein called “the MP Collective”.

2. TERMS

BHC	Bob Hawke College
IMMS	Department of Education Instrumental Music School Services
MP Collective	Music Parents Collective
P&C	Parents and Citizens Association
Staff	Staff has the meaning of any staff (employed or volunteer) from the Department of Education, including but not limited to those of Bob Hawke College and the Instrumental Music School Services.

3. COMPOSITION

- 3.1. All members must be financial members of the BHC P&C.
- 3.2. The MP Collective will consist of not less than four (4) elected members, as are elected at the Annual General Meeting of the BHC P&C each year, provided that:
- 3.2.1. The President of the BHC P&C and the Music Teacher of Bob Hawke College will be ex officio members of the MP Collective;
- 3.2.2. At least one member of the MP Collective, must be an elected member of the BHC P&C's Executive;
- 3.2.3. The BHC P&C's Executive may from time to time appoint members of the BHC P&C to the MP Collective, whether to fill vacancies or as additional members;
- 3.3. The MP Collective, once elected by the BHC P&C, shall elect from amongst its members a Convenor, Secretary and Treasurer (Executive MP Collective).
- 3.4. The Executive MP Collective shall seek to co-opt representatives from the parents of each of the areas of the performance groups of the BHC Music Program. e.g. Choir, Wind Orchestra etc

4. SUB-COMMITTEES

- 4.1. The MP Collective shall have the power to establish a sub-committee for events of significance from time to time, and to co-opt ‘subject matter experts’ to these committees from time to time.

5. OBJECT OF THE MP Collective

The object of the MP Collective is to assist and enrich the learning and appreciation of Western Art music by students and the community of Bob Hawke College. This includes, but is not limited to:

- 5.1. Providing input and/or feedback into the annual calendar of events;
- 5.2. Promoting the provision of performance opportunities to share music with the community of BHC;
- 5.3. Assisting with the planning and implementation of music related events in conjunction with staff;
- 5.4. Assisting in the provision of resources, facilities and/or amenities for students in the Music Program, either through fundraising or access to networks/influences;
- 5.5. Convene meetings from time to time of all or any parents of music students at Bob Hawke College to discuss matters related to the MP Collective's object.

6. DUTIES OF THE CONVENOR

- 6.1. The Convenor of the MP Collective shall preside over all meetings of the MP Collective at which he/she is present but in his/her absence the MP Collective shall elect an acting chairperson.
- 6.2. The Convenor is responsible for ensuring that an adequate report of the MP Collective's activities is tabled:
 - 6.2.1. at all the BHC P&C's general meetings;
 - 6.2.2. at all meetings of the BHC P&C's Executive Committee; and
 - 6.2.3. on such other occasions as the Executive Committee of the BHC P&C requires.

7. DUTIES OF THE SECRETARY

The Secretary of the MP Collective:

- 7.1. shall have custody of the documents of the MP Collective other than its financial records;
- 7.2. shall keep accurate records of all members, volunteers and supporters of the Committee in the preferred software platform of the BHC P&C;
- 7.3. shall keep full and correct minutes of its meetings in the preferred software platform of the BHC P&C; and
- 7.4. shall make the MP Collective's records and minutes available to the Executive Committee of the BHC P&C on request.

8. DUTIES OF THE TREASURER

The MP Collective's Treasurer:

- 8.1. shall keep such books of account of the MP Collective's financial affairs as the BHC P&C's Treasurer from time to time directs;
- 8.2. shall manage the "sub account" of the BHC P&C's financial statements and bank account (for clarity this refers to a method of accounting for assets allocated or promised to the MP Collective by the BHC P&C, rather than an individual bank account).
 - 8.2.1. provide an annual budget with fee structure and expenses to the BHC P&C's Treasurer.
 - 8.2.2. Within (4) weeks that the MP Collective's Treasurer becomes aware, the MP Collective's Treasurer must seek approval from the BHC P&C's Treasurer if there is likely to be a variance of more than 5% of this annual budget.
 - 8.2.3. Any excess funds in the sub account are to be carried forward to the next financial year.

- 8.3. shall submit financial statements to the BHC P&C as required by the BHC P&C's Treasurer from time to time; and
- 8.4. shall ensure that the financial procedures and rules of the Association are followed at all times;
- 8.5. shall make the MP Collective's financial records available to the Executive Committee of the BHC P&C in auditable form whenever so requested by the BHC P&C's Treasurer and in any event on an annual basis.

9. MEETINGS OF THE MP Collective

- 9.1. Meetings of the MP Collective shall be at such times and places as determined by the Convenor provided that not less than 48 hours' notice is given, but preferably 7 days' notice.
- 9.2. A quorum for the purposes of any meeting of the MP Collective shall consist of more than 50% of the members of the MP Collective.
- 9.3. Voting shall be by show of hands unless the Convenor directs that a secret vote be taken. Each member present at a meeting, including the Convenor shall be entitled to one vote on any resolution or election at a meeting and the Convenor shall in addition have a casting vote.

10. AMENDING THESE TERMS OF REFERENCE

These terms of reference may be amended by the BHC P&C and/or MP Collective only.

11. APPROVALS AND REGULATIONS

- 11.1 All events and activities must adhere with legal requirements.

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These Terms of Reference were accepted and approved by the Bob Hawke College P&C Executive Committee on October 21, 2020.