

## **BOB HAWKE COLLEGE PARENTS & CITIZENS' ASSOCIATION INC.**

### **FATHERING PROJECT SUB-COMMITTEE - TERMS OF REFERENCE**

#### **1. NAME**

Bob Hawke College Parents & Citizens' Association Inc. - Fathering Project Sub-Committee.

#### **2. PURPOSE**

To plan and execute Fathering Project events to support the education and well-being of Bob Hawke College students.

#### **3. MEMBERSHIP**

- 3.1. Minimum of three (3) and a maximum of ten (10) members, one of whom shall be a member of the P&C Executive Committee.
- 3.2. The President of the P&C shall be an ex officio member.
- 3.3. 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 sub-committee, an election may be held at a P&C general meeting to fill the vacancy.
- 3.4. All members of the sub-committee must be financial members of the P&C.
- 3.5. The sub-committee when formed, shall elect from its members a Convener and a Secretary.

#### **4. RESPONSIBILITIES**

Subject to direction of the P&C, the responsibilities of the Fathering Project Sub-Committee shall be to:

- 4.1. Organise and carry out Fathering Project events approved by the P&C.
- 4.2. Present a proposed Fathering Project events calendar for the following year at the last P&C meeting of the current year.
- 4.3. Present (for approval) a final Fathering Project events calendar for the following term at the last P&C meeting of the current term, following consultation with the College and the P&C.
- 4.4. Provide a "time-line" for each Fathering Project event, (This could include such things as order forms sent home, return date, money to accompany order, expected date of goods being received and sent home, etc – each time-line would be relevant to the particular event.)
- 4.5. Recruit volunteers for Fathering Project events, as necessary.
- 4.6. Ensure that the process for collection of monies related to any Fathering Project event is approved by the P&C. This process should ensure that there are two person collecting and counting the money received. Where any money is to be handed over to the Treasurer of the P&C, the money shall be counted out once again and a receipt given by the P&C Treasurer.
- 4.7. Where possible, pre-arranging payment of Fathering Project events expenses through the P&C Treasurer.
- 4.8. Where pre-payment is not feasible and an expense is incurred by a sub-committee member, the sub-committee member shall complete and submit a reimbursement form with tax invoices attached to the P&C Treasurer for expense reimbursement.
- 4.9. Stay current with communications from The Fathering Project team.
- 4.10. Ensure any activities are consistent with the principles of the Fathering Project.

5. DUTIES OF CONVENER

- 5.1. The Convener, when present, shall preside at all meetings of the sub-committee. In the event of the Convener being absent, the meeting shall elect a chairperson for the occasion.
- 5.2. The Convener shall ensure that a written report/minutes of the activities of the sub-committee is presented to all General Meetings of the P&C (or Executive Committee meeting) and at such times as directed by the General Meetings of the P&C. A General Meeting (or Executive Committee meeting) must approve all activities before being implemented.

6. DUTIES OF THE SECRETARY

- 6.1. The Secretary shall have custody of the documents of the sub-committee and shall maintain accurate minutes of events sub-committee meetings.
- 6.2. These documents and records shall be made available to the P&C as required.

7. DUTIES OF THE SUB-COMMITTEE MEMBERS

- 7.1. The sub-committee members will work with the convenor and secretary to achieve the objectives of the sub-committee.

8. MEETINGS

- 8.1. Meetings shall be scheduled at times and locations determined by the sub-committee, provided at least 48 hours' notice is given.
- 8.2. It is desirable to meet just prior to a general meeting of the P&C to enable a report to be prepared.

9. QUORUM

- 9.1. A quorum shall comprise 50% + 1 (one) of the current membership of the sub-committee.

10. VOTING

- 10.1. All sub-committee members and ex officio members shall be entitled to one vote on a given resolution at an events meeting.
- 10.2. Voting shall be undertaken by show of hands.

11. ALTERATION TO RULES

- 11.1. Any proposed amendments to these rules must be approved at a general meeting of the P&C.

12. APPROVALS AND REGULATIONS

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