
GENERAL OPERATING PRINCIPLES FOR P&C SUBCOMMITTEES OF BULIMBA STATE SCHOOL P&C ASSOCIATION

Introduction

This guideline has been developed taking into account policy requirements of Education Queensland, and guidelines provided by the Queensland Council of Parents & Citizens Associations (QCPCA), specifically -

Bulimba State School P&C Association Constitution
QCPCA P&C Operations Manual
QCPCA P&C Accounting Manual
Accounting for Parents and Citizens' Association, Education Queensland
Purchasing Policies and Procedures for Parents and Citizens' Associations

Where do Subcommittees fit within the School Community?

Sub-committees are committees which work under the guidance of the Bulimba State School P&C Association. The P&C Association establishes subcommittees to manage the work in a particular area. This helps to spread the workload of the P&C association and generally involves people with the necessary expertise and interest in the activity.

The P&C Association needs to ensure that the role and powers of subcommittees are clearly identified and understood prior to the establishment of a subcommittee. The P&C Association must endorse the establishment and authority of a subcommittee and details must be recorded in the minutes of the Association for information and reference.

Membership of Subcommittees

Only registered members of the P&C Association are eligible to be voting members of a subcommittee. Persons who are not members of the P&C cannot vote at a sub-committee meeting. Membership of the P&C is open to parents of children at the school, as well as interested citizens. Membership is recorded on the P&C Membership Register prior to the Association's Annual General Meeting held in March. To become a member after the Annual General Meeting, persons wishing to become a member must attend a General Meeting of the Association.

Members of a sub-committee will recommend the appointment of a Chairperson, Secretary and if funds are to be raised or expended, a Treasurer. The position of Treasurer cannot be held in conjunction with another office bearing position. The subcommittee may nominate other office bearers as appropriate (e.g., newsletter editor) All paid employees of a P&C are specifically excluded from election to the P&C and subcommittee executives. This protects the employee and the P&C from possible conflicts of interest.

Financial Management Responsibilities

All executive members of the P&C Association are responsible for ensuring that the P&C Association and its subcommittees follow appropriate financial management procedures.

The *Education (General Provisions) Act 2006* provides for P&Cs to have subcommittees. While they may have other names, such as *Swimming Club* or *Parents' Group*, they are still subcommittees and are obliged to comply with the Accounting for Parents and Citizens' Association manuals. A copy of this manual and the QCPCA Operations Manual are available on the QCPCA website <http://www.qcpcpa.org.au/>

The Association will determine the operating funds of the sub-committee through the annual budget process. All income of the sub-committees in excess of its approved operating funds is to be transferred to the Association at regular intervals. This process ensures that subcommittees do not dominate the P&C through having excessive reserves. Funds raised by the sub-committee for a particular purpose approved by the Association will be used by the Association for that purpose; any funds not required for that purpose may be redirected at the discretion of the P&C.

A subcommittee does not have the legal authority to open or operate any account other than the subcommittee working account approved and opened by the P&C Association. Therefore subcommittees are not able to hold funds in term deposits or other investment accounts.

A sub-committee may expend funds up to a specific amount as specified in their operating principles (and determined in consultation with the P&C Association) without seeking prior approval from the P&C Association. Generally, this level will be \$500.00, unless otherwise specified. Such expenditure will be reported to the P&C Association. Expenditure over the pre-determined limit must be approved by the P&C Association prior to commitment. Any expenditure must comply with the requirements of Education Queensland's policy, *Purchasing Policies and Procedures for Parents and Citizens' Associations*.

Operating Principles for Subcommittees

Subcommittees operate under the general supervision of, and are subject to the principles and guidelines established by the P&C Association.

Subcommittees must meet regularly and prepare minutes of their meetings for approval at every general meeting of the P&C Association. The Secretary of the subcommittee is responsible for recording the proceedings of all subcommittee meetings by way of full and accurate minutes. For subcommittees operating a bank account, the Treasurer of the sub-committee must organise for the original bank statement and reconciliation statement to be presented with the monthly progress report at each P&C general meeting.

Matters arising at meetings of the sub-committee may be resolved by a majority of votes of members present who are eligible to vote. The Chairperson of the subcommittee has the deliberative vote and in the event of an equality of votes, a casting vote.
