



BRISBANE
STATE
HIGH
SCHOOL

**Parents and Citizens
Association**

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P & C
Association
Subcommittee
Operating
Guidelines
24th February 2014

Parents and Citizens Association

Preamble

It is a P&Cs Qld requirement that P&C Subcommittees have clear operating guidelines that set out rules for operation and clearly articulate the role of the subcommittee in relation to the P&C Association in general. These guidelines have been prepared based on the model set of guidelines provided by P&Cs Qld and apply to all BSHS Subcommittees. In so doing they will help to provide clarity about Subcommittee operations so that all members can focus on what is best for the school and for the students.

Schedule Two provides further details where particular subcommittees have established local arrangements to suit their operational needs and these have been approved by the P&C Association. Where a matter is in doubt, the P&C Constitution provides a higher level of guidance and prevails over this document.

1 Name

- (a) Each Subcommittee will be officially known as the **Brisbane State High School P&C Association (*insert relevant activity name from Schedule One*) Subcommittee ('the Subcommittee')**.
- (b) The Subcommittee may also choose to be informally known as the (*insert relevant activity name from Schedule One*) **Supporters Group**.

2 Purpose

The BSHS Parents and Citizens Association ('the P&C Association') is responsible for determining the purpose of the Subcommittee.

This may include:

- (a) To bring about closer co-operation between the staff and parents of students participating in the activity's program, including having regard to the School's vision and the Subcommittee's MIC;
- (b) To facilitate effective communication and distribution of accurate information;
- (c) To assist the activity's school staff;
- (d) To coordinate support for the students and school staff for the activity's program;
- (e) To facilitate the effective participation of students in the activity's program;
- (f) To organise appropriate fundraising activities, in consultation with the P&C Association,
- (g) To provide additional resources to support the activity and student participation in the activity's program; and/or
- (h) To provide advice and recommendations to the teacher in charge of the activity's program on issues and concerns in respect of students and the activity's program.

3 Membership

- (a) Members of the Subcommittee must be current members of the P&C Association.
- (b) The Subcommittee shall consist of **at least 4** members of the P&C Association, appointed at the AGM of the P&C Association or at the General Meeting of the P&C Association at which the Subcommittee is established.
- (c) The P&C Association President or delegate is automatically a member of the Subcommittee.
- (d) Members of Subcommittees will abide by the P&Cs Qld Code of Conduct.

4 Officers

- (a) The Subcommittee must have office bearers.
- (b) The officers must be:
 - (i) Chair; and
 - (ii) Secretary.
- (c) And if the Subcommittee intends to fundraise or expend funds, then also:

- (i) Treasurer.
- (d) Additional positions may be recommended by the Subcommittee and appointed by the P&C Association.
- (e) The Treasurer:
 - (i) Cannot be the Chair or Secretary of the Subcommittee; and
 - (ii) May be the Treasurer of the P&C Association.
- (f) Office bearers can be selected:
 - (i) At the meeting at which the Subcommittee is established or at the P&C Association's AGM; or
 - (ii) At a meeting called by the Subcommittee to select the officer bearer positions.
- (g) Office bearers must be endorsed by the P&C Association and are not confirmed until this process has been completed.
 - (i) All officer bearers must be recommended to the P&C Association in writing at the P&C Association's Annual General Meeting by March 15 of each year.
 - (ii) Any new office bearers wishing to be appointed after the AGM may be recommended to the P&C Association at the next General Meeting.
- (h) Officers of the P&C Association are eligible for selection as office bearers of the Subcommittee.
 - (i) Retiring officer bearers are eligible for re-selection.
 - (j) To clearly differentiate between the P&C Association and the Subcommittees, there is only one President – that of the P&C Association. Subcommittees have Chairs.
- (k) The P&C Association recommends that:
 - (i) The Subcommittee has a succession plan to encourage and educate members for future office bearer roles; and
 - (ii) Office bearers should have had at least a year's experience participating at Subcommittee meetings prior to being selected.

5 Authority

- (a) The Subcommittee will operate under the general supervision of, and be subject to, conditions imposed by the P&C Association.
- (b) The Subcommittee is authorised to organise, in collaboration with School staff, activities necessary to achieve its purpose.
- (c) All significant planned activities must be reported to the P&C Association and approval sought before the activity takes place.
- (d) Approval must be sought through presentation of a budget at a P&C Association meeting before any funds can be committed or expended.

6 Meetings

- (a) Meetings of the Subcommittee may be held at least once per month at times determined by the Subcommittee.
- (b) The quorum for all meetings shall be **three** members.
- (c) Matters arising at meetings may be resolved by a majority of votes of members present. The Chair, or the person presiding at the meeting, has a deliberative vote and in the event of an equality of votes, a casting vote.
- (d) Subcommittees do not hold AGMs. However an open selection process must be followed during which the Subcommittee selects Office bearers for appointment by the P&C Association. All members are to be given 4 weeks' notice of this meeting.

7 Reporting

- (a) While active, the Subcommittee shall send a [Monthly Report](#) to every General Meeting of the P&C Association (4th Monday every month during term) which

- includes a copy of the minutes of each Subcommittee meeting and a copy of the income and expenditure. A progress report may also be included.
- (b) The report must include any significant unresolved matters as recommendations for approval by the P&C Association before any action can be taken.
 - (c) At the end of each season, the Subcommittee shall send an [End of Season Report](#) to the next General Meeting of the P&C Association including the usual reports and confirming that the Subcommittee will be inactive now until the first meeting date of the new season.
 - (d) The Subcommittee shall send an [Annual Report](#) to the P&C Association AGM.

8 Finance

- (a) The Subcommittee must remain accountable in all its actions to the Association.
 - (i) Any funds raised by a subcommittee are the P&C Association's funds and under the P&C Association's control.
- (b) The Subcommittee may operate a bank account.
 - (i) The Subcommittee's bank account is operated as a separate account but linked to the P&C Association's General Account.
 - (ii) An additional high interest bank account is available on request.
 - (iii) One Subcommittee office bearer may have read-only, non-value access to the bank account/s (including e-statements for downloading and printing). Monthly bank statements are available from the P&C office.
 - (iv) The Subcommittee must not open and operate a bank account separate to the accounts administered by the P&C Association.
 - (v) The Subcommittee is responsible for all its deposits and payments.
 - (vi) Deposits can be made directly by the Subcommittee.
 - (vii) Expenditures must be authorised by two Subcommittee office bearers by submitting a 'Claim for Payment' form to the P&C office together with original invoices or scanned copies. Electronic transfer is then arranged by the P&C office on a weekly basis.
 - (viii) All moneys received will be receipted and banked as soon as possible.
- (c) Proper accounting records shall be kept of all monies received and expended by the subcommittee. Details of monies received/deposits made are to be advised to the Association in the monthly financial report.
- (d) All accounts shall be paid by electronic funds transfer in favour of the supplier of goods or services except when bank transfer is not possible.
- (e) The use of cheques is discouraged but if used, all cheques are to be issued through the central P&C Account.
- (f) The Subcommittee Treasurer shall oversee all financial matters including the storage of change or a float and the appropriate counting and banking of money.
- (g) The Subcommittee's financial year runs from 1 January – 31 December of the same year.

Budget

- (a) The financial management of subcommittee activities is in two parts:
 - (i) Operational and recurrent activities managed through the school levy system; and
 - (ii) Additional financial activities usually focused on capital and fund raising activities managed through the P&C.
- (b) In consultation with the MIC, the Subcommittee will supply an [Annual Budget](#) that covers both financial streams – levies and fundraising.
 - (i) The budget must be signed by the MIC and authorised Subcommittee office bearer, and submitted to the P&C Association:
 1. By March 15th of each year; or
 2. Where the Subcommittees commences after March 15th, at the next General Meeting following levy approval.

- (c) The Subcommittee may hold excess funds for a designated purpose where the funds and their purpose are confirmed in the written annual budget submitted to the P&C Association.
- (d) At the end of an Activity's season, the Subcommittee must assign any excess funds to a designated purpose.
 - (i) The P&C Executive may require funds to be moved to the P&C Association General Account where funds are held without a designated purpose.

Levies

- (a) The Subcommittee, in consultation with the MIC, must approve the [levy](#) for each year.
- (b) Levy revenue should be spent in the year in which it was raised, to benefit the students currently in the program.
- (c) Where there is a surplus or deficit at the end of the season, the Subcommittee must use the balance to reduce or increase the next year's levies.
 - (i) The P&C office will advise the Subcommittee of any surplus or deficit.

Auditing

- (e) The Subcommittee will ensure that their financial information and minutes are ready to be audited in conjunction with the audit of the Association's accounts at the end of each year. -
 - (i) The tax year for the Association is January to December of the same year; and
 - (ii) All relevant documentation must be delivered to the P&C Association's book-keeper by the advised date in Term 4 for preparation of the annual audit.

Miscellaneous

- (f) The Subcommittee may not enter into a financial agreement with another entity.
- (g) Any gift or sponsorship to the Subcommittee of over \$150 must be reported to the P&C Association.

9 Volunteers

The Subcommittee:

- (a) Shall invite volunteers to assist with activities;
- (b) Is to ensure that any volunteers, who are not parents of a student at the school, have a 'Suitability Blue Card' before including them as a volunteer. Blue cards can be organised through the P&C office; and
- (c) Shall ensure that all volunteers are made aware of any policies and procedures that apply.

10 Tenure

- (a) The tenure of the Subcommittee is at the discretion of the P&C Association.
- (b) The P&C Association has the right to dissolve or disband a subcommittee at any time by majority vote at a duly constituted meeting of the P&C Association. The reason of the decision must be recorded in the minutes.
- (c) Continuation of the Subcommittee is subject to an affirmative vote at the AGM of the P&C Association.

11 Variation

- (a) Changes to these operating guidelines can be made by recommendation put to a general meeting of the P&C Association or to the AGM of the P&C Association.
- (b) At that meeting, the variation to the operating guidelines may be approved.

Date approved:

Name of President:

Signature of President:

SCHEDULE ONE: SUBCOMMITTEE ACTIVITIES (CURRENT AS AT February 2014)

Swimming: Term 1	BSHS Swimming
Water Polo: Boys: Term 1 - 2	BSHS Water Polo
Cricket: Boys: Term 1; Girls: Term 1	BSHS Cricket
Rowing: Boys: Term 4 – 1; Girls: Term 2 -3	BSHS Rowing
Football: Girls: Term 1-2; Boys: Term 2	BSHS Girls Football
Basketball: Girls: Term 1-2; Boys: Term 3	BSHS Basketball
Cross Country: Girls and Boys: Term 1-2	BSHS Cross Country
Tennis Boys: Term 2; Girls Term 3	BSHS Tennis
Gymnastics Girls: Terms 2-3	BSHS Rhythmic Gymnastics
Athletics: Girls and Boys: Term 3-4;	BSHS Athletics
Rugby: Term 3	BSHS Rugby
Hockey: Girls: Term 3	BSHS Girls Hockey
Netball: Girls: Term 3	BSHS Netball
Art: Full year	
Dance: Full year	BSHS Dance Troupes
Music: Full year	BSHS Music
Tech Crew: Full year	BSHS Tech Crew

SCHEDULE TWO: MATTERS SPECIFIC TO CERTAIN SUBCOMMITTEES**Rowing****Seasons**

For operational reasons leading up to the Boys' rowing season over the summer period, the Office Bearers' selection meeting is usually held in October to allow a newly functioning Committee to operate during the summer regatta. Office Bearers selected must be recommended to the P&C Association at its next meeting for appointment and then again in March the following year, in line with processes for all other Subcommittees.

The Rowing Subcommittee may opt to have two Chairs:

- (a) One for the Boys' GPS season; and
- (b) One for the Girls' QGSSSA season.

SCHEDULE THREE: FURTHER INFORMATION AND PRO FORMAS

BSHS P&C Subcommittee :

Monthly Report Pro forma (Available from P&C office)

End of Season Report Pro forma (Available from P&C office)

Annual Budget Pro forma (Available from P&C office)

Annual Report Pro forma (Available from P&C office)

[Levies Budget Preparation Form](#)

[Management of Levies for Extra-curricular Activities](#)

[Management of P&C Subcommittees.pdf](#)

BSHS P&C:

[BSHS P&C Constitution](#)

[BSHS P&C Membership Form](#)

P&Cs Queensland:

[P&Cs QLD website](#)

[P&Cs Qld Interim Support Guide for P&Cs](#)

P&Cs QLD Code of Conduct (Available from P&C office)

SCHEDULE FOUR: SUBCOMMITTEE START AND END OF SEASON CHECKLIST**Start of Year / Season checklist**

The Subcommittee should:

- (a) Notify the P&C Executive Manager of the names and contact details of current office bearers, together with proposed monthly meeting dates, times and venue;
- (b) Advise all members that all P&C [Memberships](#) are due before the P&C AGM in March and provide membership forms;
- (c) Approve the [activity levy](#) to be charged and forward written confirmation with the Chair's signature to the P&C Office;
- (d) Identify Fundraising goals for the year;
- (e) Prepare for the P&C AGM:
 - (i) Finalise any last minute details for the financial reports;
 - (ii) Finalise an [Annual Report](#) for the P&C AGM;
 - (iii) Adopt the [Budget](#) for the year; and
 - (iv) Nominate the Subcommittee office bearers ; and
- (f) Update the Subcommittee information on the website through the MIC.

End of Year / Season checklist

At the end of the season the Subcommittee should ensure that:

- (a) An [End of Season report](#) has been sent to the next P&C General Meeting confirming that the Subcommittee will be inactive until the first meeting date for the next year/season;
- (b) All the financial records are up to date, and the minutes are in order for the yearly audit;
- (c) The new [Budget](#) has been drafted;
- (d) The Subcommittee [Annual report](#) has been drafted for the next P&C AGM;
- (e) A selection process for the new officer bearers has been undertaken and the P&C Office has been notified of the nominations for new office bearers; and
- (f) Any sum of money which has been put aside for a long term project, has been clearly identified to the P&C Association.

If the next season doesn't start until after March in the following year:

- (g) Prepare for the P&C AGM:
 - (v) Finalise any last minute details for the financial reports;
 - (vi) Finalise an [Annual Report](#) for the P&C AGM;
 - (vii) Adopt the [Budget](#) for the year; and
 - (viii) Nominate the Subcommittee office bearers.
- (h) Advise all members that all P&C [Memberships](#) are due before the P&C AGM in March and provide membership forms.