*MY SCHOOL*

PARENTS & CITIZENS’ ASSOCIATION INC.

VOLUNTEER ENGAGEMENT COMMITTEE

TERMS OF REFERENCE

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  (example) |  |
| **1.0** | **NAME:** |  |  |
| 1.1 | The Committee shall be called the ....................................................................... . | School Parents |
|  | & Citizens’ Association Inc. (Community Engagement Committee) |  |
| **2.0** | **COMPOSITION:** |  |  |
| 2.1 | (a) Not more than  | 5 members one of whom shall be a member of the P&C Executive Committee. |
|  |  |  |  |

(b) The President of the P&C shall be *ex officio* a member.

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 P&C. In the event of a position becoming vacant on the committee an election may be held at a General Meeting of the P&C to fill the vacancy.

2.3 The Committee when formed shall elect from its members a Convener and a Secretary.

**3.0** **RESPONSIBILITIES:** Suggested responsibilities:

Subject to direction of the P&C Association the responsibilities of the Committee shall be:

*3.1 Increase engagement of volunteers/members in P&C activities;*

*3.2 Grow the membership of the P&C;*

*3.3 Boost appreciation of volunteers and P&C financial members;*

*3.4 the organising and carrying out of volunteer/member engagement and recruitment activities;*

*3.5 manage volunteers and volunteer schedules for all P&C activities;*

*3.6 design volunteer/member recruitment materials and resources;*

* 1. *organise volunteer/member appreciation activities and materials; and*

 *3.8 The power to authorise expenditure of up to $100 per school term on consumable items directly aligned with the operations of the Sub-committee.*

*(Any others which would be relevant to the particular school)*

**4.0** **DUTIES OF CONVENER:**

4.1 The Convener, when present, shall preside at all meetings of the Committee. In the event the Convener is absent the meeting shall elect a chairperson for the occasion.

4.2 The Convener shall ensure that a report of the activities of the committee is presented to all general meetings of the P&C Association (or executive committee) and at such times as directed by the general meetings of the P&C Association.

**5.0** **DUTIES OF THE SECRETARY:**

5.1 The Secretary shall have custody of the documents of the Committee and shall keep a full and correct record of its meetings. These documents and records shall be made available to the P&C Association as required.

**6.0** **MEETINGS:**

6.1 Meetings of the Committee shall be at such times and places as determined by itself provided that not less than forty-eight (48) hours’ notice is given. (Suggest seven (7) days’ notice. It is desirable to meet at least once a month preferably just prior to a general meeting of the P&C to enable a report to be prepared.)

**7.0 QUORUM:**

7.1 A quorum shall comprise 50% + 1 (one) of the current membership of the Committee.

**8.0** **VOTING:**

8.1 All members and ex officio members shall be entitled to one vote on any resolution or election at a meeting at which they are entitled to be present.

8.2 Voting shall be by show of hands.

**9.0** **ALTERATIONS TO RULES:**

9.1 All proposed amendments to these rules must be approved by the general meeting of the P&C Association.

**NOTES:**

1. *It is not a requirement that the Principal be a member of the Committee. However if the P&C Association wishes the principal to be a member the principal can be either elected or ex officio.*
2. *Where the committee is established during the year the members are elected at a general meeting of the P&C. All members of a committee of the P&C must be financial members of the P&C.*