### Operating Guidelines

*Wilston State School P&C Association*

Operating Guidelines

for the *Tuckshop/Bookshop/Uniforms* Subcommittee

1. **Name**The *Wilston State School P&C Association Tuckshop/Bookshop/Uniforms Subcommittee* will be known as the *Tuckshop/Bookshop/Uniforms Subcommittee’.*
2. **Purpose**The Association is responsible for determining the purpose of the Subcommittee. This includes:
	1. To represent the Association and bring about closer co-operation between students, parents of students utilising the Tuckshop/Bookshop/Uniforms and school staff.
	2. To facilitate effective communication and distribution of accurate information regarding Tuckshop/Bookshop/Uniforms matters to the school community.
	3. To support and encourage the Association staff engaged to manage the Tuckshop/Bookshop/Uniforms operations.
	4. To facilitate the effective participation of parents of students in the running of theTuckshop/Bookshop/Uniforms activities.
	5. To inform the Association on Subcommittee matters at monthly Association meetings.
	6. To provide advice and recommendations to the Association and school staffon issues and concerns in respect of the operations of the Tuckshop/Bookshop/Uniforms.
3. **Membership**
	1. Members of the Subcommittee MUST be members of the Association.
	2. The Subcommittee shall consist of **at least 4** members of the Association, endorsed at the AGM of the Association or at the general meeting of the Association at which the Subcommittee is established.
	3. The school and Association staff are eligible to be voting members of the Subcommittee provided they are members of the P&C Association.
	4. The Association President or delegate is automatically a member of the Subcommittee.
4. **Officers**
	1. The officers MUST be:
		1. Chairperson
		2. Vice Chairperson
		3. Secretary
		4. Treasurer
		5. Additional positions as approved by the Association
	2. The officers MUST be endorsed by the Association at a duly constituted meeting of the association.
		1. The officers’ nominations can be put forward at the meeting at which the Subcommittee is established or at the AGM of the Association or,
		2. The Subcommittee members can meet to determine who will take on the officer positions and then recommend the appointments to the next general meeting of the Association. These positions are not confirmed until approved by the Association.
	3. Officers of the Association are eligible for endorsement as an officer of the Subcommittee.
5. **Authority**
	1. The Subcommittee will operate under the general supervision of, and be subject to, conditions imposed by the Association and reviewed at each AGM.
	2. The Subcommittee is bound by the P&C Association’s Constitution and the Accounting Manual for P&C Associations.
	3. The Subcommittee is authorised to organise, in collaboration with the Association, the P&C Business Manager and school staff, activities necessary to achieve its purpose.
	4. All planned non-standard activities must be reported to the Association and approval sought before the activity takes place.
	5. Approval must be sought at an Association meeting before any funds can be committed or expended outside the approved annual budget.
6. **Organisational Structure**
	1. See Appendix 1 for the organisational structure this Subcommittee has with the Association, the P&C Business Manager and P&C staff.
7. **P&C Business Manager and Staff Engagement**
	1. The P&C Business Managers report to the President, Wilston State School Parents and Citizens Association.
	2. The P&C Business Managersare responsible to assist in the management and co-ordination of all P&C operational functions across all business areas from a business strategy and risk perspective; including compliance, risk assessment, workplace health and safety and governance.
	3. All P&C employed staff report through to the P&C Business Managers, who are accountable to assist in the management of staff including recruitment and selection, performance management, professional development and training, workforce planning and staffing, organisational development and payroll and conditions.
8. **For P&C staff employed to support the activities of the Subcommittee:**
	* 1. The Subcommittee in consultation with the P&C Business Managers will define the position descriptions of the staff roles required.
		2. The Subcommittee and the P&C Business Managers will collaborate on staff recruitment, remuneration and performance.
		3. The P&C Business Manager will brief the Subcommittee on the day to day operational management of staff members at the Steering Committee Meeting held once a month with Subcommittee Chair persons from all business areas.
		4. The Subcommittee will brief the P&C Business Manager on their operational requirements of staff members and provide feedback on performance at the Steering Committee Meeting held once a month with Subcommittee Chair persons from all business areas.
9. **Meetings**
	1. Meetings of the Subcommittee shall be held at least once per month at times determined by the Subcommittee.
	2. The quorum for all meetings shall be **4** Subcommitteemembers.
	3. Matters arising at meetings may be resolved by a majority of votes of
	4. Subcommittee members present. The Chairperson, or the person presiding at the meeting, has a deliberative vote and in the event of an equality of votes, a casting vote.
	5. Minutes of all Subcommittee meetings shall be circulated by the Subcommittee Secretary to the Association Secretary and the P&C Business Manager within 7 days of the meeting. The Subcommittee Secretary is responsible for providing the minutes and brief the Business Managers.
10. **Reporting**
	1. The Subcommittee shall provide a written report to every general meeting of the Association and include the minutes of the Subcommittee meeting. This report will also include a copy of the income and expenditure and bank reconciliation. The report will be ratified by the P&C Association at the general P&C meeting.
	2. The report must include any resolved matters as recommendations for approval by the Association before any action can be taken.
11. **Finance**
	1. The Subcommittee will be responsible in all its actions to the Association which shall have the right to disband, reorganise or wind up the affairs of the Subcommittee.
	2. The Subcommitteeis authorised to operate a bank account in its name at the same bank as the Association. The account is to be operated by any two of the Chairperson, Vice Chairperson, Secretary or Treasurer.
	3. Proper accounting records shall be kept of all moneys received and expended by the Subcommittee.
	4. The Subcommittee is responsible for the payment of all expenses from its own funds.
	5. All accounts shall be paid by cheque or electronic funds transfer in favour of the supplier of goods or services.
	6. All cheques are to be crossed and marked ‘not negotiable – account payee only’ and ‘or bearer’ crossed out.
	7. The Subcommittee Treasurer shall oversee all financial matters including the storage of change or a float and the appropriate counting and banking of money.
	8. Petty cash may be set up for the Treasurer on the impress system.
	9. Surplus funds currently provision is to allow for two months operating expenses to be retained in the Subcommittee, in excess of operating capital, as per the Finance Policy of the Association, or as determined and indicated in the Business Plan, shall be paid to the Association at the end of each term. Funds designated for a special purpose will be kept separate by the Association until required for the purpose for which it was designated.
	10. The Subcommittee will ensure that the accounts are ready to be audited in conjunction with the audit of the Association’s accounts by the same auditor as at 31 December each year.
	11. The Subcommittee will develop a Business Plan (BP) and budget for presentation to and approval by the Association.
	12. Approval of the BP and budget will determine funds that will be used for a special purpose.
12. **Volunteers**The Subcommittee:
	1. shall invite volunteers to assist with activities
	2. is to ensure that any volunteers who are not a parent of a student at the school, has a ‘Suitability Blue Card’ before including them as a volunteer except if there is provision to exempt them from this requirement.
	3. for insurance purposes, will ensure that all voluntary workers sign in and out of the volunteer register when conducting duties
	4. shall ensure that all volunteers are made aware of any policies and procedures that apply
	5. Offer the volunteers the opportunity to become members of the Association and the Subcommittee (where approved by the Association – refer to 4(a)v).
13. **Tenure**
	1. The tenure of the Subcommittee is at the discretion of the Association.
	2. The Association has the right to dissolve or disband a Subcommittee at any time by majority vote at a duly constituted meeting of the Association.
	3. Continuation of the Subcommittee is subject to an affirmative vote at the AGM of the Association.
14. **Changes**Changes to these operating guidelines can be made by recommendation put to a general meeting of the Association or to the AGM of the Association at which the continuance of the Subcommittee and the operating guidelines is confirmed.

**Date approved:**

**Name of President:**

**Signature of President:**

**Appendix 1 – Organisational Structure**