

TERMS OF REFERENCE FOR THE STANDING COMMITTEE FOR THE COMMUNITY ART AUCTION.

1 Name:

The Committee shall be called the Mount Lawley Senior High School Parents and Citizens' Association Inc. Community Art Auction Committee.

2 Composition:

2.1 Not more than twenty members one of whom shall be a member of the P&C Executive Committee.

2.2 The President of the P&C shall be an ex officio a member.

2.3 The members shall be school and community members with an interest in Music and SVAPA.

2.4 The positions shall include Convenor, Treasurer and Secretary. The Treasurer may be the Treasurer of the Music Support Committee or the SVAPA Support Committee.

3 Purpose:

To raise funds to improve the resources and opportunities available for the pursuit of musical, special visual and performing arts education at Mount Lawley Senior High School.

4 Duties of Convenor:

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

4.2 The Convenor shall ensure that a written 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 meeting of the P&C Association. This report shall also include any recommendations requiring the attention of the P&C.

5 Duties of the Secretary:

The Secretary shall have custody of the documents of the Committee and shall keep full and correct records of its meetings. These documents shall be made available to the P&C Association on request.

6 Duties of the Treasurer:

The Treasurer shall prepare a written financial report consisting of a statement of receipts and expenditure, up to date bank reconciliation statement and a copy of relevant bank statements. This report is to be presented to all general meetings of the P&C Association (or executive committee) and at such times as directed by the general meeting of the P&C Association.

7 Meetings:

Meetings of the Committee shall be at such times and places as determined by the committee provided that not less than forty-eight (48) hours notice is given.

8 Quorum:

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

9 Voting:

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

9.2 Voting shall be by show of hands.

10 Alterations To Rules:

A general meeting of the P&C Association must approve proposed amendments to these rules.

11 Banking:

The Committee shall utilise the Music or SVAPA Support Committee's bank account.

12 Distribution of Income

All income raised by the Committee shall be divided equally between the Music and SVAPA Support Committees and shall be applied solely for the benefit of the Music and SVAPA programmes and their students.

13 Dissolution

The following procedure will apply for the dissolution of the Committee:

13.1 If there is a lack of interest by the members in continuing the operations of the Committee, the P&C Committee shall suspend the operations of the Committee.

13.2 If there is still insufficient interest by the end of the first term of the following school year, the Committee shall be dissolved.

13.3 Upon dissolution any profits or assets of the Committee shall be distributed evenly between the Music and SVAPA Support Committees.

THE COMMITTEE IS AT ALL TIMES RESPONSIBLE TO THE GENERAL MEETING OF THE P&C ASSOCIATION.