

Terms of Reference for the Standing Committee for Languages Support (Revised 1 November 2014)

1.0 Name:

.1 The Committee shall be called the Mount Lawley Senior High School Parents and Citizens' Association Inc. Languages Support Committee.

2.0 Composition:

.1 (a) Not more than twenty 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 The members shall be elected by and from parents of students in the GAT and general Languages programs and Languages' teachers.

.3 The positions shall/may include – Convenor, Languages Treasurer and Secretary.

.4 The Learning Area Leader of Languages shall be a member.

3.0 Purpose:

To improve the resources and opportunities available for the pursuit of Languages education at Mount Lawley Senior High School.

4.0 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.

5.0 Duties of the Secretary:

.1 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.

6.0 Duties of the Treasurer:

.1 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.

7.0 Meetings:

.1 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. 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.

8.0 Quorum:

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

9.0 Voting:

.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.

.2 Voting shall be by show of hands.

10.0 Alterations To Rules:

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

11.0 Banking:

.1 The Committee shall have a P&C bank account.

.2 The signatories to the Committee's bank account shall be any 2 (two) of the P&C President, Secretary, Treasurer, Vice President of the Association and one member of the Executive Committee who is appointed for such purpose at the Annual General Meeting of the Association.

12.0 Distribution of Income

.1 All income raised by the Committee shall be applied solely for the benefit of the Languages program and its students. In the event of a function or tour, it is considered appropriate for the benefit of the Languages program to subsidise the cost all of all participants, including non-GAT Languages' students attending.

13.0 Dissolution

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

.1 If there is a lack of interest by the parents of students in the program in continuing the operations of the Committee, the P&C Committee shall suspend the operations of the Committee and freeze any funds in the bank account of the Committee until the commencement of the following school year.

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

.3 Upon dissolution any profits or assets of the Committee shall be distributed according to the recommendations of the P&C Committee.

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