**....................................................SCHOOL**

**PARENTS & CITIZENS’ ASSOCIATION INC**

***(insert name)* DADS GROUP SUB-COMMITTEE**

TERMS OF REFERENCE

**1.0** **NAME:**

1.1 The sub-committee shall be called the ....................................................................... Dads Group sub-committee and hereinafter called the “Dads Group sub-committee”.

**2.0** **COMPOSITION:**

2.1 (a) Will consist of at least 3 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 at a 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 sub-committee an election may be held at a General Meeting of the P&C to fill the vacancy.

2.3 The sub-committee when formed shall elect from its members a Convener and a Secretary and, if required, a Treasurer.

1. **RESPONSIBILITIES:**

The Dads Group sub-committee will:

* represent the *(insert name)* Dads Group who conduct activities and events for fathers and children;
* ensure Dads Group events are approved at a General Meeting of the P&C;
* organise and carry out approved events;
* present a report of the activities of the sub-committee to General Meetings of the P&C at such times as directed by the P&C Association;
* provide appropriate documentation in respect of income and expenditure to the P&C Treasurer; and
* seek financial self-sufficiency.

1. **Finance**

4.1 The Dads Group will be provided with authority to expend up to (*insert $ amount*) to support the delivery of Dads Group activities, resources and approved events.

* 1. If required, a float of (*insert $ amount*) will be provided to the Dads Group.
  2. Any approved monies in excess of the amounts stated at 4.1 and 4.2 will be paid by the P&C Treasurer in a timely manner to facilitate the conduct of events. Such payments are subject to a budget being presented as part of the expenditure request.
  3. Any Dad’s Group sub-committee bank account will be operated under the requirements (including authorised signatories) of the P&C Constitution.
  4. Any surplus funds from Dads Group events will be provided to the P&C Treasurer immediately after the event.
  5. Where any profit results from Dads Group activities and events, the surplus funds will be applied as required under the Constitution of the P&C Association in consultation with the Dads Group (represented by the Dads Group sub-committee).

**5.0 Meetings and voting**

5.1The Convener when present, shall preside at all meetings of the sub-committee. In the event the Convener is absent, the meeting shall elect a chairperson for the occasion.

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

5.3A quorum shall comprise of 50% + 1 (one) of the current sub-committee membership.

5.4 All Sub-committee 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.

5.5 Voting shall be by simple majority (50% + 1 (one) of members present).

**6.0 ALTERATIONS TO TERMS OF REFERENCE:**

6.1 All proposed amendments to the Terms of Reference must be approved by a General Meeting of the P&C Association.

**NOTES:**

1. It is not a requirement that the principal be a member of the Sub-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 sub-committee is established during the year the members are elected at a General Meeting of the P&C. All members of a sub-committee of the P&C must be financial members of the P&C.*

**THE SUB-COMMITTEE IS AT ALL TIMES RESPONSIBLE TO**

**THE GENERAL MEETING OF THE P&C ASSOCIATION**