

# How to Form a Sub-Committee

1. At a General Meeting of the P&C or AGM, a motion is passed That a Sub-committee be formed consisting of ..... members to be known as the ..... School Parents & Citizens' Association .....Sub- Committee.

Terms of Reference are adopted, and the members (including at least one Executive Committee member) are elected. The P&C President is an ex-officio member of all Sub-committees. (P&C Constitution rule 18.6)

The number of members on the Sub-committee can be changed at any time by resolution of the P&C. Membership of the Sub-committee is open to all financial and ex officio members of the P&C.

2. Terms of Reference

All Sub-committees require Terms of Reference to enable them to function. Terms of Reference are instructions from the P&C outlining how the committee is to operate, you should consider these rules as a delegation of authority allowing the Sub-committee to act without a motion of the P&C. WACSSO has developed sample Terms of Reference for many Sub-committees, which can be found on the WACSSO website. If you wish for your Sub-committee to be able to pass its own financial motions (eg the Canteen Sub-committee is able to pass a motion allowing purchases of certain products to a certain amount) this needs to be included in the Terms of Reference. Note: decisions approved at the Sub-committee can be overturned at a General Meeting, even if the power of approving motions is within the Terms of Reference.

3. After the Terms of Reference have been adopted and the required number of Sub committee members have been elected, these members decide the date and place of the first meeting. At the first meeting of the Sub-committee a Convener is elected.

**As this is only a Sub-committee of the main P&C Association the Sub-committee does not elect a President, there is only one President of a P&C Association.**

The Sub-committee meets at a time and place determined by the members of that committee. The Sub- committee must produce a written report to each meeting of the P&C. This report will include any recommendations (motions) to be approved by the General Meeting. The General Meeting is the overarching decision-making body, and has the power to overturn decisions made by a Sub-committee. All Sub-committee members can attend P&C meetings, as they must be financial or ex officio members of the P&C to be on the Sub-committee.

4. Issues to be observed:

- Where the P&C has given approval for a Sub-committee to operate a bank account the name of the account of the Sub-committee account must be:  
.....School Parents and Citizens' Association Inc. (.....Account)
- Signatories on all bank accounts operated by a Sub-committee must be authorised signatories of the P&C only (P&C Constitution Rule 17.6). A Sub-committee can't have its own signatories. All funds held by a Sub-committee belong to the P&C. (P&C Constitution rule 18.8)

5. Sub-committees of P&C Associations do not have Annual General Meetings.

All positions on all Sub-committees are declared vacant at the Annual General Meeting of the P&C, at which time these positions are again filled by election.

6. The Public Liability Insurance cover included in the affiliation fee paid by the P&C to WACSSO extends to cover all Sub-committees of the P&C. Sub-committees must ensure that any planned activities are approved by a P&C General Meeting to ensure there are no complications with insurance claims. A P&C's incorporation status extends to include all Sub-committees of the P&C. To enable this to occur the establishment of the Sub-committee and adoption of Terms of Reference must appear in the P&Cs minutes.