



Sub-Committee Operating Guidelines

'A subcommittee, like the P&C, has as its core function, the need to act, in all instances, in a way that will bring about positive outcomes for the school and the students who attend.'

A subcommittee is not an autonomous body, but rather a group working within the P&C framework that are there to assist with the effective function of the P&C in specific areas.

Officers of the Subcommittee - Consists of a Chairperson; Secretary; Treasurer (cannot be either the chairperson or secretary) plus additional positions (e.g. Vice Chairperson, fundraising or general group) Members of the executive subcommittee **MUST** be members of the P&C Association. FGSHS P&C Executives are also eligible to hold an officer position on a subcommittee. The P&C President is automatically a general member.

Volunteers - The subcommittee shall invite volunteers to assist with activities and will ensure that all voluntary workers sign in and out of the volunteer register (Appendix 3) when conducting duties. All volunteers are to be made aware of any policies and procedures that apply. Any volunteers who are not a parent of a student at the school **must** have a current 'Blue Card' before including them as a volunteer for insurance purposes. For more information re Blue Card please consult the P&C for further clarification.

Meetings - Subcommittee meetings do not need to be held monthly but can be held when required. Subcommittees **MUST** still report to the P&C at every general meeting, even if just to say *'there was no activity or meeting'* that month. There must still be a financial report presented by the subcommittee to the P&C every month but this will normally be included as part of the P&C's Treasurer's report.

Reporting - The subcommittee will develop an Annual Operation Plan (AOP) (see appendix 1 & 2) which includes proposed meetings dates, planned fundraising events, and budget. This will need to be presented to and approved by the Association at a general meeting each year prior to the AGM. The subcommittee shall report to every general meeting of the Association in the form a summary of the minutes and if no meeting has been held then it is duly noted in the Association's minutes. A signed copy of the approved minutes will be sent to the P&C Business Operations Manager for Audit purposes and record management.

Please Note: Major operational decisions need to be endorsed at an Association's general meeting through the AOP. Motions/recommendations outside the scope of the AOP need to be approved at the next general P&C meeting before proceeding. Examples: the purchase of major equipment for the school over a nominated amount eg. equipment/expenses for an event over the AOP amount, approval to sell or serve liquor at a function (Principal and P&C must be informed). Purchases required in the normal operation of a subcommittee and associated activities need not be pre-approved but mention made in the sub group's report eg purchase of urn to be used at events, catering costs for associated events, expenditure of money for a fundraiser which can be noted in the finance report or the donation/transfer of monies from subgroup to school. If deadlines need to be met before the next general meeting Executive approval can be sought. Any Executive decisions will be recorded at the next P&C General Meeting.

Finance - Proper accounting records shall be kept of all monies received and expended by the subcommittee. The subcommittee is responsible for advising the P&C Business Operations Manager in the payment of all expenses from its own funds. All accounts shall be paid by cheque or electronic funds transfer in favour of the supplier of goods or services in accordance with the normal operation of an event. Regular payments eg fortnightly/weekly shall not be made to individuals without a tax invoice and an ABN. The subcommittee Treasurer shall oversee all financial matters including the storage of change or a float and the appropriate counting and banking of money. Approval of the AOP and budget will determine funds that will be used by the subcommittee.

Appendix 1

Proposed Budget: SAMPLE ONLY

**FERNY GROVE STATE HIGH SCHOOL
Music Support Group (MSG)
Budget XXXX**

Opening Reserve (1st January XXXX) excludes float \$ 1,390.90

Anticipated income/expenditure from fundraising

	Income	Expenditure	Profit
Fundraising Activity			
BBQ (Welcome Year 7)	\$ 850.00	\$ 450.00	\$ 400.00
MC1	\$ 900.00	\$ 400.00	\$ 500.00
Bar Sales	\$ 3,800.00	\$ 1,400.00	\$ 2,400.00
Raffles	\$ 2,500.00	\$ 200.00	\$ 2,300.00
Bunnings BBQ	\$ 2,000.00	\$ 1,100.00	\$ 900.00
Other Items			
Gala Catering		\$ 1,500.00	-\$ 1,500.00
MSG Sundry (eg dishes, urns, microwaves etc)		\$ -	\$ -
Totals	\$ 10,050.00	\$ 5,050.00	\$ 5,000.00

Anticipated Total Available **\$ 6,390.90**

Expected Donations to Music Program

Anticipated Closing Reserve (excluding float) **\$ 6,390.90**

Float of \$400 also held

Appendix 2:

Ferny Grove State High School Instrumental and Choral Music Program Important Dates in XXXX (for P & C Ratification)

Date	Time	Place	Event
Wednesday 7 March	7.30pm	V3	Music Support Group AGM
Wednesday 14 March	5.30pm	Watson Park	Junior ensembles evening concert and dinner
Wednesday 18 April	7.30pm	V3	Music Support Group meeting
Wednesday 2 May	3pm onwards	FGSHS	Twilight Expo
Friday 4 May	7.00pm	Auditorium	Senior Music concert
Friday 18 May	7.00pm	Auditorium	Talent Quest Final
Wednesday 23 May	7.30pm	V3	Music Support Group meeting
Friday 8 June	6.30pm	Hall	Primary schools advanced music camp concert
Wednesday 13 June	7.30pm	V3	Music Support Group meeting
Wednesday 18 July	7.30pm	V3	Music Support Group meeting
Friday 27 July	7.00pm	Auditorium	Junior & Intermediate Concert
Wednesday 8 August	7.30pm	V3	Music Support Group meeting
Wednesday 15 August (Ekka Holiday)	TBA	Auditorium	Gala rehearsals
Thursday 23 August	7.00pm	Auditorium	Gala Concert
Friday 24 August	7.00pm	Auditorium	Gala Concert
Saturday 25 August	7.00pm	Auditorium	Gala Concert
Wednesday 12 September	7.30pm	V3	Music Support Group meeting
Wednesday 17 October	7.30pm	V3	Music Support Group meeting
Friday 2 November	7.30pm	Auditorium	Cabaret Concert
Saturday 3 November	7.30pm	Auditorium	Cabaret Concert
Friday 9 November	5.00pm	Auditorium	Dress-Up Concert
Wednesday 28 November	7.30pm	V3	Final Music Support Group meeting

P & C will be notified of any additions/amendments to the calendar.

