

CHURCHLANDS SENIOR HIGH SCHOOL
PARENTS AND CITIZENS ASSOCIATION INC
("the Association")

**TERMS OF REFERENCE FOR THE
MUSIC PARENTS' COMMITTEE**

1. NAME

The name of the Committee is "**the Churchlands Senior High School Parents and Citizens Association Inc Music Parents Committee**" (herein called "**the Committee**")

2. COMPOSITION

2.1. The Committee will consist of as many members of the Association as are elected at the Annual General Meeting of the Association each year PROVIDED THAT:

2.1.1. the President of the Association, the Principal of Churchlands Senior High School and the head of the music department at Churchlands Senior High School will be ex officio members of the Committee;

2.1.2. at least one member of the Executive Committee of the Association in addition to the President must be elected a member of the Committee to represent the Committee at meetings of the Association's Executive Committee;

2.1.3. the Association's Executive Committee may from time to time appoint members of the Association to the Committee, whether to fill vacancies or as additional members;

2.2. The Committee, once elected by the Association, shall elect from amongst its members a Convenor, Secretary and Treasurer.

3. OBJECT OF THE COMMITTEE

The object of the Committee is to promote and assist the learning of music at Churchlands Senior High School.

To enable the Committee to further its object, the Committee is authorised:

- 3.1. to open the following bank accounts:
 - 3.1.1. a bank account in the name of “*Churchlands Senior High School Parents and Citizens Association Inc (Music Parents Account)*”;
and
 - 3.1.2. a bank account in the name of “*Churchlands Senior High School Parents and Citizens Association Inc (Music Tour Account)*”;

PROVIDED THAT the signatories to each such account are to be any two of the President, Treasurer or Secretary of the *Association*;

- 3.2. to convene fund-raising events and raise funds on behalf of the Association for the achievement of its objects;
- 3.3. to deposit funds raised into either of its authorised bank accounts;
- 3.4. to expend its funds for purposes falling within its object in accordance with resolutions duly passed at meetings of the Committee but always subject to the proviso contained in clause 3.1 above; and
- 3.5. to convene meetings from time to time of all or any parents of music students at Churchlands Senior High School to discuss matters related to the Association’s object.

4. DUTIES OF THE CONVENOR

- 4.1. The Convenor of the Committee shall preside over all meetings of the Committee at which he/she is present but in his/her absence, the Committee shall elect an acting chairperson.
- 4.2. The Convenor is responsible for ensuring that an adequate report of the Committee’s activities is tabled:
 - 4.2.1. at all the Association’s general meetings;
 - 4.2.2. at all meetings of the Association’s Executive Committee; and
 - 4.2.3. on such other occasions as the Executive Committee of the Association requires.

5. DUTIES OF THE SECRETARY

The Secretary of the Committee:

- 5.1. shall have custody of the documents of the Committee other than its financial records;
- 5.2. shall keep full and correct minutes of its meetings; and
- 5.3. shall make the Committee's records and minutes available to the Executive Committee of the Association on request.

6. DUTIES OF THE TREASURER

The Committee's Treasurer:

- 6.1. shall keep such books of account of the Committee's financial affairs as the Association's Treasurer from time to time directs;
- 6.2. shall submit financial statements to the Association as required by the Association's Treasurer from time to time; and
- 6.3. shall make the Committee's financial records available to the Executive Committee of the Association in auditable form whenever so requested by the Association's Treasurer and in any event during January each year.

7. MEETINGS OF THE COMMITTEE

- 7.1. Meetings of the Committee shall be at such times and places as determined by the Convenor.
- 7.2. A quorum for the purposes of any meeting of the Committee shall consist of more than 50% of the members of the Committee.
- 7.3. Voting shall be by show of hands unless the Convenor directs that a secret vote be taken. Each member present at a meeting, including the Convenor shall be entitled to one vote on any resolution or election at a meeting and the Convenor shall in addition have a casting vote.

8. AMENDING THESE TERMS OF REFERENCE

These terms of reference may be amended by the Association only.

These Terms of Reference were adopted at a general meeting of the Churchlands Senior High School Parents & Citizens Association Incorporated held on 9th December 1996.

Original signed by the then President and Secretary of the Association.

President of the Association

Secretary