

Terms of Reference for the Standing Committee for GATE Languages Support.

1.0 Name:

- .1 The Committee shall be called the Mount Lawley Senior High School Parents and Citizens' Association Inc. GATE 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 selected to enter the GATE Languages program 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 GATE 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 GATE Languages program and its students. In the event of a function or tour, it is considered appropriate for the benefit of the GATE Languages program to subsidise the cost all of all participants, even non-GATE 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.