

Terms of Reference for the New Theatre Building Committee of the Mount Lawley Senior High School Parents and Citizens' Association Inc.

1.0 Name:

- .1 The Committee shall be called the **New Theatre Building Committee** of the Mount Lawley Senior High School Parents and Citizens' Association Inc.

2.0 Composition:

- .1 (a) Not more than 10 members, one of whom shall be a member of the P&C Executive Committee.
(b) The President of the P&C shall be an ex officio member.
- .2 The members shall be from parents and staff with an interest in a new theatre building for Mount Lawley Senior High School (MLSHS).
- .3 The Committee Positions shall include a Convenor and a Secretary.
- .4 A member of staff nominated by the Principal.

3.0 Purpose:

- .1 To investigate the support for and feasibility of developing a new theatre building at MLSHS.
- .2 The New Theatre Building Committee is to gather information, investigate options, and develop strategy towards the purpose.

4.0 Duties of Convenor:

- .1 The Convenor, when present, shall preside at all meetings of the New Theatre Building Committee. In the event of the Convenor being absent the meeting shall elect a chairperson for the occasion.
- .2 The Convenor shall ensure that a written report of the activities of the New Theatre Building 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 New Theatre Building 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 Meetings:

- .1 Meetings of the New Theatre Building Committee shall be at such times and places as determined by the New Theatre Building Committee, provided that not less than forty-eight (48) hours notice is given. It is desirable to meet twice a term preferably just prior to a general meeting of the P&C to enable a report to be prepared.

7.0 Quorum:

- .1 A quorum shall comprise 50% +1 (one) of the current membership of the New Theatre Building Committee.

8.0 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.

9.0 Alterations to Rules:

- .1 The general meeting of the P&C Association must approve proposed amendments to these rules.

10.0 Finance:

- .1 The New Theatre Building Committee shall not have a P&C bank account.
- .2 The New Theatre Building Committee is not to commit to nor incur any costs other than that approved by the P&C.

11.0 Dissolution

The following procedure will apply for the dissolution of the New Theatre Building Committee:

- .1 If there is a lack of interest by the parents of students in the pursuing a new theatre building for MLSHS, the New Theatre Building Committee shall suspend the operations 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 New Theatre Building Committee shall be dissolved according to the recommendations of the P&C Committee.

**THE NEW THEATRE BUILDING COMMITTEE IS AT ALL TIMES RESPONSIBLE TO THE
GENERAL MEETING OF THE P&C ASSOCIATION.**