



Quick Member Info

Sub-committees

Is it required for our P&C Association to have sub-committees?

No. Each P&C Association can decide to have sub-committees if they feel they are required.

Why do P&C Associations have sub-committees?

Sub-committees are formed by a P&C Association to undertake specific planning and/or management tasks on behalf of the P&C Association.

Are there different types of sub-committees?

Yes, there are two types of sub-committees.

- Ad-hoc: These sub-committees are formed to acquit specific tasks, such as a fete. These sub-committees cease to exist after the task is finished. The rules of the sub-committee, including elections for positions are confirmed and elected at a General or Special Meeting of the P&C Association.
- Standing: These sub-committees have an ongoing role, such as an OOSH, Canteen, Uniform or Band sub-committee. The rules of the sub-committee, including elections for positions are confirmed and elected annually at the Annual General Meeting of the P&C Association.

What is the working relationship between sub-committees and the P&C Association?

Sub-committee have delegated authority as outlined in the rules put in place by the P&C Association and are fully accountable to the P&C Association. Each sub-committee must operate within the rules set by the P&C Association.

Does the sub-committee report to the P&C Association?

Yes. The sub-committee needs to table a written report to each P&C Association's general meeting.

Does a sub-committee "own" their own money?

No. All monies belong to the P&C Association. All expenditure is approved by a resolution of the P&C Association.

Does a sub-committee have their own President?

No. The head of the sub-committee is known as the Convenor or Chairperson. The sub-committee is governed by the P&C Association's Constitution and the rules set by the P&C Association.

If you require further information or clarification contact P&C Federation
mail@pandc.org.au or 1300 885 982

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Can someone be a member of more than one sub-committee?

Yes.

- If they meet the membership requirement of the P&C Association and are duly elected to the sub-committees at the Annual General Meeting or in the case of an ad-hoc sub-committee elected by the P&C Association.
- Providing the rules -set by the P&C Association including the sub-committee rules and bylaws allow one person to be on more than one sub-committee.

For Example: The Principal and President are ex-officio members of all sub-committees, and the Treasurer or the Treasurer's nominee is a member of all sub-committees of the P&C Association.

Do we have to wait for an Annual General Meeting to form a sub-committee?

No. Sub- committees can be formed when necessary. The P&C Association must adopt and implement the sub-committee rules before electing the sub-committee members.

The election can happen at a General Meeting or a Special Meeting with the understanding that the positions will be declared vacant for re-election at the Annual General Meeting if they are a standing sub-committee.

Can paid employee be a member of sub-committee?

Yes. A paid employee/s can be a member of a sub-committee where they are not employed e.g. a Canteen employee can be a member of the Uniform Shop sub-committee. In addition, a paid employee/s must not hold an Office Bearer position or Executive position within the P&C Association.

Can members of the sub-committee be signatories on the sub-committee's bank account?

No. Only the Office Bearers of the P&C Association as appointed at the Annual General Meeting can be signatories on P&C Association bank accounts including the sub-committee accounts. If an Officer is elected at any meeting other than an Annual General Meeting, a resolution to add that Officer to be a signatory on accounts can be taken at any meeting of the P&C Association.

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