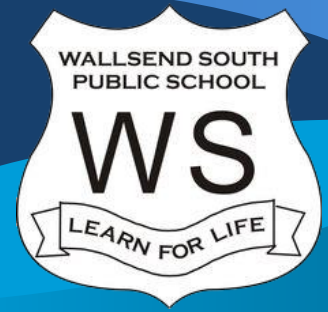


Wallsend South Public School P&C



FUNDRAISING SUB-COMMITTEE RULES

1. Name

The committee shall be known as the Wallsend South Public School P&C Association Fundraising sub-committee.

2. Aims

Organise events and activities aimed at raising money to assist the School.

3. Membership of the sub-committee

The committee shall comprise a Fundraising Convenor elected annually at the annual general meeting of the P&C Association. Membership will consist of at least, but not limited to, four (4) other financial members who are willing to help with the duties below. The Principal & President shall be a member ex-officio of the sub-committee

4. Duties of the sub-committee

- Identifying and organising events for fundraising.
- Running and where needed staffing events.
- Selling raffle tickets, collecting money, cooking BBQ's and associated activities.
- Approaching potential sponsors, both private and business, for the purpose of fundraising.
- Organising volunteers for events

5. Meeting of the sub-committee

- The Committee shall meet at least once during each school term. Meetings to be held prior to, but not the same day as, the P&C general meetings. Seven days (7) notice of the meeting must be made to the school community via newsletter.
- The quorum for all meetings shall be four (4) members.
- A special meeting may be summoned by the Convenor with seven (7) days notice of any such meeting, stating the business of the meeting, provided to all members of the committee.

6. Funds

All money received by the Committee shall be deposited in the associations account.

Any purchases must secure prior approval from the P&C Association or its Executive Committee.

The subcommittee can make recommendations to the P&C for undertaking activities or for a particular use of funds it has raised.

All financial transactions are to be undertaken by any two (2) of the following P&C Association Office-bearers; President, Secretary, Vice Presidents, or Treasurer.

7. Reporting

Committee Convenor or Committee representative to report at each of the P&C Associations general meetings and AGM.

8. Alterations

No alterations shall be made to these rules without formal notice for the Agenda of a general meeting of the Wallsend South Public School P&C Association.

Position	Name	Signature	Date
P&C President			
P&C Secretary			

Document Created by Kellie Cathcart 17th March 2022

Document to be reviewed in March 2023