



PITTWATER HIGH SCHOOL PARENTS AND CITIZENS ASSOCIATION

PITTWATER HIGH SCHOOL P&C ASSOCIATION PERFORMING ENSEMBLES SUB-COMMITTEE GUIDELINES Adopted at the PHS P&C AGM of 24 May 2017

1. Name

The committee shall be known as the Pittwater High School P&C Association Performing Ensembles Sub-Committee.

2. Aims

- To ensure all PHS students have equitable access to the benefits of music education by administering ensembles, from beginner to advanced level, which promote a high level of musicianship, playing ability and performance experience for students together with opportunities to develop leadership, self-esteem, confidence and teamwork.
- To operate the Performing Ensembles program on a full cost recovery basis.
- Subject to the operating budget approved by the P&C Executive, manage all facets of ensemble operations: including the setting and collecting of fees, employment of non-PHS teaching staff, Music Directors, organisation of events, marketing and fundraising.
- To provide a service to children and school community at a reasonable cost.
- To provide a potential source of revenue for the school, whilst encouraging parental involvement in the school community.
- To support the operation and reputation of the Pittwater High School P&C.

3. Membership of the Sub-Committee

The Sub-Committee shall consist of at least two paid up members of the P&C, appointed at General Meeting(s) of the P&C association.

The following roles are suggested as forming part of the subcommittee and includes the following activities:

- President
 - Be the public face of the Performing Ensembles at events such as school functions.
 - Chair Performance Ensemble Sub-Committee Meetings and Annual General Meeting.
 - Liaise with school as required.
 - Assist Music Director as required.
 - Attend P&C meetings if available or send a report to be tabled at the P&C meetings when not available.

- Treasurer
 - This position is also the Vice-President of the P&C in order to have signing authority for bank transactions.
 - Manage all finances of the Performing Ensembles including all accounts receivable and accounts payable.
 - Prepare a Budget, prior to the beginning of the year, and submit it for approval to the Sub-Committee and then the P&C for approval.
 - Lodge with the P&C Association's Treasurer a current financial statement for presentation to each general meeting of the P&C Association.
 - Ensure the Performing Ensembles remains financially viable and able to pay all debts.
 - Advise the Performing Ensembles Sub-Committee on financial matters/decisions.
 - Compile and circulate to the sub-committee and P&C Committee a Profit and Loss report at the end of each accounting period prior to meetings.
 - Attend Sub-Committee meetings and report on any relevant financial matters.
 - Attend P&C AGM and provide a written report on the financial status of the Performing Ensembles prior to the meeting.

- Year 7 Liaison/Registration Officer/Assistant Treasurer
 - Work closely with Treasurer and performing ensembles Directors to ensure that registrations for new Year 7 students are completed and processed correctly and in a timely fashion.
 - Work closely with Communications Officer to ensure that all Year 7 parents are on the email list and receive appropriate information.
 - Work closely with the Uniform Coordinator to ensure that all students have a uniform by their first performance.
 - Answer any enquiries from Year 7 students/parents.

- Secretary
 - Compile agenda and send out notifications of Sub-Committee Meetings.
 - Write minutes for Sub-Committee Meetings and send out to Sub-Committee members.
 - Compile agenda and send out notification for Annual General Meeting.
 - Write minutes for AGM and email to all Performing Ensembles.
 - Assist Music Director and President as required.
 - Attend P&C meetings if President unavailable.

- Communications Officer
 - Compile and email weekly communications letter to all Performing Ensembles members.
 - Keep email list updated.
 - Ensure Performance Ensemble news is in the fortnightly school newsletter (Pittwater Press).

- Ensemble Managers
 - Attend ensemble rehearsal each week.
 - Mark ensemble roll and work closely with Treasurer to ensure that roll is correct and up-to-date.
 - Assist Director with the photocopying of music and any other requirements.
 - Email ensemble members/students about upcoming events that may not be applicable to other ensembles.
 - Be a point of contact for ensemble members/parents who have enquiries or suggestions.

- Uniform Coordinator
 - Order Performing Ensembles uniforms as required to ensure that all ensembles are able to wear correct uniform to performances.
 - Work closely with the Year 7 liaison officer to ensure that all Year 7 students have a uniform by their first concert.
 - Handle all uniform enquiries.

- Music Library Coordinator
 - Keep spreadsheet of current music scores up to date.
 - Ensure newly purchased music is correctly identified, copied and filed.
 - Ensure music library is kept in order and music files are easy to locate.
 - Ensure compliance with copyright rules.

- Canteen Coordinator
 - Work with the Fundraising Committee to take advantage of possible fundraising opportunities.
 - Order drinks and food to meet demand for these fundraising opportunities.
 - Coordinate a roster of canteen volunteers to serve at Performance Ensemble events when required.

- Awards Coordinator
 - Work closely with Music Director, Directors and other Sub-Committee members to ensure that the end-of-year Performing Ensembles Award Night runs smoothly.
 - Communicate with last year's award winners to ensure appropriate awards are returned
 - Purchase new awards/ trophies as required.
 - Organise for awards to be engraved as required.

- Fundraising Committee
 - Seek fundraising opportunities to offset the expenses of the program.
 - Ensure smooth running of fundraising opportunities.

4. The P&C Association can reorganise or disband or close the Sub-Committee

The P&C Association shall have the right to reorganise, disband or close the Sub-Committee. Such decisions to be supported by a majority vote at a general or special meeting of the P&C Association called for that purpose. Notice of Motion for action to reorganise, disband or close must be given in writing to the Secretary of the P&C Association and must be signed by three (3) financial members of the Pittwater High School P&C Association. Further, such notice shall be circulated to all financial members at least seven (7) days in advance of the general or special meeting.

5. Duties of the Sub-Committee

- (a) The Sub-Committee shall organise and control the full administration of the Performing Ensemble Program. However, the Sub-Committee shall be responsible in all its actions to the Pittwater High School P&C Association.
- (b) The Sub-Committee, via the President shall present a written report to each general meeting of the Pittwater High School P&C Association.
- (c) The Treasurer must lodge with the P&C Association's Treasurer a current financial statement prior to presentation to each general meeting of the P&C Association.

6. Meeting of the Sub-Committee

- (a) The Sub-Committee shall meet at least once a school term.
- (b) The quorum for all meetings shall be five (5) members
- (c) A special meeting may be summoned by the President of the Sub-Committee on a written request. Seven (7) days notice of any such meeting, stating the business of the meeting, shall be given to all members of the Sub-Committee including ex officio members.

7. Funds

All money received by the Sub-Committee shall be deposited in a separate account managed in the name of the P&C Association.

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

Recognition shall be given for;

- (a) The provision of employer obligations such as superannuation and/or long service leave, as may be required.
- (b) music stock or equipment (as per approved budget) and the purchase of additional equipment for the efficient running of the Performing Ensembles program.
- (c) Capital purchases exceeding \$1,000 (one thousand dollars) must secure prior approval from the P&C Association or the P&C Association Executive Committee.
- (d) Overhead costs of the P&C in support of the Performing Ensembles Program.

8. Performing Ensembles operational rules

- (a) All fee discounts, write-off or concessions are to be disclosed to the next available Sub-Committee meeting by the Performing Ensembles Treasurer and a written confirmation provided to the P&C Treasurer.
- (b) Any concessions or discounts should be approved prior to the award and should be formally approved in writing by at least two Sub-Committee members, including the Performing Ensembles Treasurer.

9. Employees

- (a) No employee of the Pittwater High School P&C Association shall hold an Officer or position of the elected Executive members; this is as per the P&C Association's Constitution 5(a).
- (b) The Sub-Committee may employ staff as necessary and as agreed by the P&C Association Executive. The Performing Ensembles Treasurer will agree to rates of remuneration, conditions of engagement and shall terminate such arrangements as suitable provided that all relevant legislation is adhered to.
- (c) The Sub-Committee President shall be responsible to the Sub-Committee for the proper conduct of the Performing Ensembles Program and the adherence of the Pittwater High School P&C Association's policies.
- (d) The Sub-Committee President shall ensure that the Pittwater High School P&C Association has obtained workers compensation insurance to cover all employees and public liability insurance.
- (e) The Sub-Committee President will liaise between all staff of the P&C Performing Ensembles Sub-Committee and report to the P&C Association President any issues.

10. Audit

The accounts of the Sub-Committee shall be audited annually as part of the audit of the Pittwater High School P&C Association accounts. The Sub-Committee will provide all Minutes, financial records and other appropriate materials to the Pittwater High School P&C Association Treasurer no later than fourteen (14) days following the end of the P&C Association's financial year.

11. Alterations

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