

## Investigator College - Parents and Friends (P&F) Charter

This Charter aims to provide the Investigator College community with information as to the aims, expectations, scope, roles and responsibilities by which the College's Parents and Friends (P&F) Committee ("the Committee") will operate.

The Committee is established to support the College, and this charter is entered into by the College and the Committee in good faith.

### 1) Name

Investigator College Parents and Friends Committee (P&F Committee). This is an unincorporated entity, and will operate as a sub-committee of the College.

### 2) Aim

The aim of the Committee is to promote a family-College partnership that contributes to the provision of a high-quality educational experience for its students and the College community and operates within the College's vision, mission and values.

### 3) Objectives

The Committee will focus on building a collaborative and cooperative community for parents/caregivers and friends associated with the College, as follows:

- Provide a pathway for parents/caregivers to be involved in supporting the College and stimulate an active interest in college life.
- Promote volunteering opportunities within the College.
- Foster a spirit of positive fellowship amongst parents/caregivers, staff and friends of the College.
  - \* Use and promote effective communication within the College community.
  - \* Provide opportunities for social events for parents/caregivers and the College community.
  - \* Support capacity-building and pastoral care of students and families
  - \* Raise funds to support the educational programs and development of College facilities
  - \* Form subcommittees where necessary to meet the aim and objectives of the Committee.

### 4) Membership and roles

Membership of the Committee is open to all parents/caregivers and members of the College community, and is decided by means of a vote at the Committee's general meeting. The Executive Committee comprises: three elected officers—a President, Secretary and Treasurer. Depending on received, a member may hold more than one office concurrently. All such positions will be for a two-year period, with the ability of members to be re-elected. Work associated with Committee membership is on a voluntary basis.

Nominations and appointment for the President, Secretary and Treasurer of the 2021 committee will be undertaken at the first P&F meeting.

### President

The role of President is to oversee all P&F Committee operations, chair meetings, be the point of contact to the College, provide input and feedback into College newsletters and social media and coordinate the Annual Planning and general meetings.

### Secretary

The role of the Secretary is to: provide an agenda, and minutes from the previous meeting, to Committee members prior to P&F Committee meetings; minute all Committee meetings; arrange a back-up minute taker if unable to attend a Committee meeting; ensure agreed actions are carried out; receive all correspondence; maintain Committee records; and maintain Committee procedures and documentation and distribute to relevant Committee members and staff.

### Treasurer

The role of the Treasurer is to: provide and explain financial reports prepared by the College to the P&F Committee and comment on financial outcomes of events/activities at each meeting. All transactions must be documented. (Also refer to 'Budget' for procedures regarding the annual budget.)

The College will have final veto powers regarding the final appointments of the elected officers to ensure their suitability to hold office and uphold the mission, vision and values of the College.

### General Committee Members / Year level representatives (YLR)

The role of General Committee Members / YLR is to contribute to the Committee in a constructive manner, assist with the functions of the Committee and be a contact point for parents/caregivers within the College community. All requests to Committee members / YLR's are to be cognisant of the P&F Charter objectives, with items outside of the Charter objectives to be raised directly with the College.

## **5) Meetings**

### Attendance

- Committee members will acknowledge a commitment to attend regular meetings each term, and the yearly general meeting.
- Other parents/caregivers or members of the College community will be welcome to attend Committee meetings. However, they will not be entitled to vote at these meetings.
- An annual Planning Meeting will be held in Term 4 of each year. The purpose of this meeting is to plan Committee activities, events and expenditure for the following calendar year.
- A general meeting will be held annually.

### Voting procedures

- A quorum for voting members will be considered as six or more elected members, and a majority will be considered as a simple majority. The President will have a casting vote in the event of a tie.
- Voting can be performed by silent ballot or show of hands.
- Proxy votes will NOT be permitted in the instance where a Committee member is unable to attend a meeting for which voting has been scheduled.
- Where a Committee member has a conflict of interest (i.e., is serving interests that impair their ability to exercise objectivity in performing their role on the Committee) they must declare this conflict of interest before voting takes place.

## Ex-officio attendees and invited guests

### **Principal or delegate**

The Principal or their delegate will be welcome to attend at any time.

### **Invited guests**

People with relevant expertise can be invited to provide information at a Committee meeting. Ex-officio attendees and invited guests have no voting rights at Committee meetings.

### **Staff guests**

The Principal may appoint staff representatives or a roster of staff representatives.

## **6) Year Level representatives**

The Committee will facilitate a Representatives Program.

Representatives to assist with the following:

- Assist with building and sustaining an inclusive school community.
- Welcome new families to the school / help with any day-to-day queries.
- Promote forthcoming activities and events of the Committee.
- Direct and channel issues/recommendations from parents to the Committee.
- Distribute relevant communications from the Committee as needed.

## **7) Responsibilities for specific events**

From time to time, in relation to the following tasks, the Committee may:

- elect a member of the Committee to act as a leader of a Committee event or activity. In many cases, this leader will be encouraged to recruit other parent/caregiver volunteers to assist with the delivery of that event/activity.
- elect to coordinate stand-alone fundraising. This will be undertaken with the approval of the Principal.
- consider the facilitation and funding of guest speakers to assist with initiatives such student and family wellbeing. This is to be coordinated with the Principal with consideration to programs being undertaken at the College.

## **8) Sub-committees**

The Committee may form sub-committees, at its discretion, for specific functions. Subcommittees can be appointed at any Committee meeting, and their membership must consist of members from the P&F Committee. However, from time to time, a sub-committee may invite other College community members for specialist assistance. A sub-committee's role is to research, discuss, plan and make recommendations on a designated topic to the P&F Committee for consideration / future action.

## **9) Communication**

The P&F Committee will encourage positive communication throughout the College community and provide the opportunity for the College community to communicate with the Committee. This may be done via surveys, a suggestion box, attendance at meetings, feedback at events/activities, communication with a Committee member, through written correspondence, regular Committee social media posts and input into College newsletters.

All written communication from the P&F Committee:

- is to be approved by the Principal or Deputy Principal
- must adhere to the College style guidelines

The Committee is to ensure that any media involvement is approved by the Principal before it is undertaken.

#### 10) Budget

An annual budget will be agreed upon for the Committee. This fund will be made available for the incidental purchases that support events or activities organised by the Committee, or other items as agreed by the Committee and the College. Budget funds must not be used to purchase teaching and learning resources and/or capital items without written endorsement of the Principal or Business Manager.

All expenditure of funds will occur with endorsement from the President and Treasurer of the Committee and signatory approval from the Principal or Business Manager. All expenditure items must be managed in line with the following process:

1. All expenditure proposals are to be submitted in writing with supporting information prior to expenditure occurring.
2. Once approved, purchases are to be made via the College to utilise available College payment mechanisms.
3. If items are not purchased via the College, reimbursement of funds will not be issued until a reimbursement form with supporting receipts is signed by the Treasurer and forwarded to the College for review and payment.

#### 11) Review of Charter

The College and the Committee are obliged to review the Charter annually to retain its relevance. This process will be the responsibility of the College. Any proposed changes to the Charter will be voted on by the P&F Committee, the results of which will be presented to the Principal as a draft Charter, for final approval by the College.

#### Parents and Friends Committee acknowledgement.

I acknowledge and agree to abide by The Parents and Friends Charter.

Name:.....

Signed.....

Date.....