Suggested template for terms of reference for parent club

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It is not a formal policy or guideline.

The file was produced on 23 Jan 2017. You have downloaded it from [www.decd.sa.gov.au](http://www.decd.sa.gov.au)

# Terms of reference parent club *template*

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## 1. Title of committee

Parent club

## 2. Purpose of committee

The committee:

<insert or remove relevant/irrelevant information>

gives advice and guidance to the governing council about how to spend funds the committee raises (the governing council is responsible for the approval and allocation of funds)

works with the school to create a welcoming, supportive and engaged school community for families

helps to strengthen community inclusion between parents, the school and broader community

does fundraising to help meet some of the financial needs of the school

provides feedback and assistance about school-related issues, when needed.

## 3. Membership

Membership must be determined by the council.

<insert or remove relevant/irrelevant information>

1 governing council member as chairperson

representatives of any affiliated committees

1 or 2 staff members

any interested governing council members

any interested parents.

## 4. Meetings

<insert or remove relevant/irrelevant information>

All meetings will be chaired by <insert name/position title>.

Meetings will be held <how often> at <specify location>.

Meeting agendas and minutes will be provided by <insert name or office holder position title>, this includes:

* preparing agendas and supporting papers
* preparing meeting notes and other information.

A quorum will be half the regular membership plus one

Members of the committee <can/cannot> submit a written proxy vote if a member is unable to attend a meeting.

## 5. Sharing information

<insert or remove relevant/irrelevant information>

Submissions to the committee must be addressed to the chairperson.

Remember that information discussed at committee meetings could be confidential.

Committee matters must only be disclosed to members of the governing council or site staff, including the site leader, unless a child is being harmed or is at risk.

Where relevant and appropriate, make sure parents are aware of developments and initiatives related to the committee’s role through the newsletter and/or school website.

Raise and discuss any budget requirements, issues or concerns with the governing council’s finance advisory committee.

## 6. Reporting

The committee reports directly to the governing council chair and site leader.

<insert or remove relevant/irrelevant information>

An overview/report of each committee meeting is presented at the governing council meeting.

Minutes of each meeting are provided to the members of the governing council (if required).

A report of the committee’s activities is presented to the governing council by <insert date> annually.

## 7. Review

The effectiveness and membership of this committee will be reviewed after <insert number of months/years>.