1.0 NAME:
1.1 The Committee shall be called the Piara Waters Primary School Parents & Citizens’ Association Inc. (Fundraising Committee)

2.0 COMPOSITION:
2.1 (a) Not more than 12 members one of whom shall be a member of the P&C Executive Committee.
   (b) The President of the P&C shall be ex officio a member.
2.2 The members shall be elected each year at the Annual General Meeting of the P&C Association by and from the financial and ex officio members of the P&C. In the event of a position becoming vacant on the committee an election may be held at a general meeting of the P&C to fill the vacancy.
2.3 The Committee when formed shall elect from its members a Convener and a Secretary.

3.0 RESPONSIBILITIES:
Subject to direction of the P&C Association the responsibilities of the Committee shall be:
3.1 The fundraising committee shall be responsible for the organising and carrying out of fundraising events approved by the P&C.
3.2 The fundraising committee shall be responsible for ensuring a calendar of fundraising events for the following year is tabled and adopted at the last meeting for the year of the P&C
3.3 The fundraising committee shall be responsible for ensuring that the process for collection of monies related to any fundraising event is approved by the P&C (This process should ensure that there are two person collecting and counting the money received and where it is to be handed over to the Treasurer of the P&C counted out once again and a receipt given by the P&C Treasurer.)

4.0 DUTIES OF CONVENER:
4.1 The Convener when present, shall preside at all meetings of the Committee. In the event the Convener is absent the meeting shall elect a chairperson for the occasion.
4.2 The Convener shall ensure that a report/minutes of the activities of the committee is presented to all general meetings of the P&C Association (or executive committee) and at such times as directed by the general meetings of the P&C Association.
5.0 DUTIES OF THE SECRETARY:
5.1 The Secretary shall have custody of the documents of the Committee and shall keep a full and correct record of its meetings. These documents and records shall be made available to the P&C Association as required.

6.0 MEETINGS:
6.1 Meetings of the Committee shall be at such times and places as determined by itself provided that not less than forty-eight (48) hours notice is given. (Suggest seven (7) days notice. It is desirable to meet at least once a month preferably just prior to a general meeting of the P&C to enable a report to be prepared.)

7.0 QUORUM:
7.1 A quorum shall comprise 50% + 1 (one) of the current membership of the Committee.

8.0 VOTING:
8.1 All members and ex officio members shall be entitled to one vote on any resolution or election at a meeting at which they are entitled to be present.

8.2 Voting shall be by show of hands.

9.0 ALTERATIONS TO RULES:
9.1 All proposed amendments to these rules must be approved by the general meeting of the P&C Association.

NOTES:
1. It is not a requirement that the principal be a member of the Committee. However if the P&C Association wishes the principal to be a member the principal can be either elected or ex officio.

2. Where the committee is established during the year the members are elected at a general meeting of the P&C. All members of a committee of the P&C must be financial members of the P&C.