

Establishment

In 2024, the Holy Rosary School Advisory Council (the council) established the Social & Fundraising Group (the committee).

Erin Church maintained her position as chair (the chair) of the existing committee (prior to the introduction of MACS governance) as endorsed by the Holy Rosary School principal (the principal).

1. Purpose

The committee was established to support the school community by organising activities and events that raise funds and promote social gatherings.

2. Terms

This Terms of Reference is effective from TBC, 2024 and continues until TBC 2026.

The committee is directly responsible to the council and may not speak publicly for the council.

Any co-opted members of committees who are not council members will be held to account to the same expectations as those of a council member, as outlined in Section 5 of the Terms of Reference for Holy Rosary School Advisory Council. In addition, they must:

- have a Working with Children Check
- sign and comply with the school's Child Safety Code of Conduct
- accept the MACS Code of Conduct for School Advisory Council members and the MACS Conflict of Interest Policy for Employees, Contractors and Consultants.

This Terms of Reference of the committee will be approved by the principal.

3. Function

The committee was established under the MACs governance model - continuing the existing Social & Fundraising Group - by the council to continue its role in supporting the school community by organising activities and events that raise funds and promote social gatherings, guided by the Student Advisory Council vision - to enable exceptional learning and wellbeing experiences for the Holy Rosary community - and its purpose - to continually improve the tools, spaces and programs that create a passion for learning and nurture connected children and families.

It will:

- Organise social and fundraising activities, with consideration to the school calendar and ensuring a balance of activities across the year
- Make suggestions to the Council on spending of funds raised.

NOTE: Final decision for the principal's consideration based on consultation with the SAC, Social + Fundraising Group, Holy Rosary staff, students, and the wider school community as required/deemed appropriate.

4. Guiding priorities

The committee will:

- Hold focus on the Holy Rosary Vision
- Hold focus on the Vision and Purpose of the School Advisory Council.
- Build positive relationships with local businesses and potential sponsors
- Recruit and engage volunteers from all year levels
- Promote awareness of social and fundraising events via School communication channels
- Monitor fundraising activities, assess performance against goals and regularly evaluate activities with members of the school community
- Provide a balance between social and fundraising events
- Maintain operating manuals/guides for events
- Ensure the School vision and values are reflected in the activities of the group and that members adhere to child safe practices and Code of Conduct
- Ensure that activities are inclusive and that considerations are made for activities to be accessible to all children and their families

5. Operating arrangements

The committee will:

- Be led by the chair, appointed by the principal.
- Meet as determined by the committee.
- Meet once a term at minimum at Holy Rosary, with virtual attendance options.
- Arrange additional meetings as required, either at Holy Rosary or another venue.
- Ensure that members whose time as a parent/carer of Holy Rosary students is ending will provide a detailed handover of knowledge/documentation related to events.
- Update the council on projects, outlining actions, future plans, needs for support and items for council discussion.

6. Membership

The committee will comprise as follows:

- A chair (member of the executive) appointed by the principal who will be either a member of council or another person who, in the opinion of the principal, has the relevant knowledge, skills, expertise or interest, and commitment to the mission of the school to serve a particular need on the committee
- A secretary (member of the executive)
- A treasurer (member of the executive)
- Members who are parents/carers of students attending the school
- Event volunteers, who support specific events but are not official members of the committee

Any Holy Rosary parent/carer can join the committee as a general member, or as event volunteers to support specific fundraising or social events. Staff members can also be an event volunteer.

The Chair can self nominate, or be nominated by members of the committee, for consideration by the council and for final appointment by the principal. The chair is responsible for:

- setting Social & Fundraising Group meeting dates as per Terms of Reference
- chairing meetings
- setting and circulating meeting agenda as per Terms of Reference
- ensuring meeting minutes are circulated as per Terms of Reference

- engaging with the SAC
 - attending SAC meetings
 - providing timely updates on changes/challenges
 - reporting community requests/concerns
- working alongside the Secretary and Treasurer to support them in their roles as required and remain aware of communications and finances
- attending Prep information/orientation events to engage with new families and advertise the Social & Fundraising Group
- supporting project/event leads
 - facilitating handover between old and new leads
 - guiding new leads through event planning with regular check ins
 - including event comms in the Social & Fundraising Group weekly newsletter (supported by Secretary)
 - creating posters/flyers, as required
- liaising with supporters of school events along with event leads
 - formally requesting donations via signature on donation request letters along with the Principal
 - formally seeking quotes after consultation with the Principal, SAC Chair, and event leads
 - ensuring advertising of supporters in school communications
 - ensuring thanks/follow up post events
- maintaining Social & Fundraising notice board

The Secretary is appointed from within the Committee and is responsible for

- sending meeting reminders to the Social & Fundraising Group
- keeping record of Social & Fundraising Group members
- ensuring all members, event leads, and volunteers have valid WWCC, and keeping record of these
- taking and circulating meeting minutes as per Terms of Reference
- working alongside the Chair to
 - organise events/projects/initiatives
 - encouraging/engaging leads for each
 - reminders and follow-ups with leads and other stakeholders as required
 - ensure clear comms regarding Social & Fundraising events and initiatives
 - administration of Social & Fundraising documents in Google Drive and email accounts
 - maintain the Social & Fundraising notice board
- maintaining SignUp Genius and TryBooking
 - annual password change
 - help event leads with access and set up
 - working alongside the Treasurer to ensure maintenance and circulation of profit/loss documents for each event to the Chair and school bursar
- holding/maintaining any other memberships/passwords annually

The Treasurer is appointed from within the Committee and is responsible for

- working with the school bursar and event leads to
 - understand and maintain projected event budgets
 - circulate and maintain profit/loss documents for each event
 - ensure cash floats for each event as required
 - download Square account sales reports
- reporting to the Social & Fundraising Group at each term meeting the funds raised that term, with a yearly total at the last or first meeting of the year
- maintaining the Social & Fundraising Square account including
 - Square readers
 - stock take to the office lock box post events
 - maintenance

- security
 - changing password yearly (to be shared with the Chair and Secretary)
 - allocating event leads to allow them access to the platform for events
 - setting device codes (to school iPads) day before/day of events for ease of access to point of sale for volunteers (codes last 48 hours only)
- sites, categories, and items as required
 - event leads may tend to these individually, however, the treasurer may guide/support this process for those requiring help

Terms

There is no maximum term for executive or general members of the committee, as long as they are current parents/carers of students at Holy Rosary.

Executive positions will be reviewed at the first meeting of the committee in a calendar year, where self-nominations or nominations will take place, unless the roles vacate during the year and an out-of-cycle nomination process is required. General members and event volunteers can join at any time.

No more than half of the Student Advisory Council should be members on the committee. i.e. if there are 10 council members, there should only be five members of the council on the committee. This avoids having a repeat of council meetings outside council meetings.

7. Quorum

A quorum is four members, one of which must be an executive role holder.

Decisions when quorum not reached

For non time-sensitive decisions, minutes of a meeting will be shared with members. Any member who objects to decision/s noted in the minutes must provide those objections in writing to the chair within 14 days of the minutes being sent. If the chair receives no objections, the decision stands.

For time sensitive decisions, the chair seeks the approval of a decision from the principal.

8. Agendas and minutes

Appropriate records maintained by the chair on behalf of the principal, agendas and minutes are the responsibility of the chair, who may appoint a minute secretary.

Agendas shall be distributed to all members of the committee at least five working days prior to meetings. Minutes shall be distributed (after approval by the chair) to all members of the committee within 10 working days of a meeting being held.

9. Reporting

The committee, through the chair, shall provide a summary of the 'once a term meeting' minutes and a summary of the actions of each committee meeting to the council. The chair will provide a summary of the activities of the committee to be included in the council's annual report to acknowledge the specific work undertaken by the committee during the year. The committee's title, purpose and membership shall be listed on the school's website.