



SUNSHINE COAST
GRAMMAR SCHOOL

SUPPORT GROUP HANDBOOK

2018

GRAMMAR
A School of the Presbyterian and Methodist Schools Association

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Introduction

On behalf of Sunshine Coast Grammar School, the Principal welcomes all Support Groups. We hope this will be a successful year for you as you help our students, support the School, and meet old friends and new people along the way.

This is our Support Group Handbook and we hope it will provide valuable information for the committees and members. This handbook has been produced in good faith to assist all those involved in and around Support Groups. The document supports the P&F Constitution.

Early in each new year, the P&F Executive and appropriate School staff will arrange to meet with Support Group Committees. Here, expectations will be clarified and questions or queries will be answered.

We value any input or suggestions, please email to pandf@scgs.qld.edu.au

Definitions:

P&F Executive –

The President, Immediate Past President, Vice President, Treasurer, Secretary and any other members elected at a General Meeting.

Responsible Staff Member (RSM) –

The person appointed by the Principal to have responsibility for the activity and who will maintain communication with the Association and the School with respect to the associated activities and events of a Support Group

Section 1 - Constitutional Documents

- 1.1 All Support Groups are sub-committees of the P&F Association and are governed by its Constitution. The provisions of the Constitution directly relevant to Support Groups are included in Appendix A. A full copy of the Constitution is available on the School Web site at: <http://www.scgs.qld.edu.au/community/pf/>
- 1.2 Support Groups should particularly note the following relevant provisions:
 - Rule 26 which allows for Support Groups to be formed under the responsibility of the Management Committee of the P&F Association
 - Schedule 1 which contains the By-Laws under which all Support Groups operate
 - Schedule 1 (6) which outlines the purpose of Support Groups:
 - a. to help ensure that all students of the School interested in (Activity) will have the opportunity to gain appropriate participation, tuition and encouragement in the activity
 - b. to assist the School in ensuring that student efforts are supported by the full and effective use of the facilities provided by the School
 - c. to assist the coordinated efforts of the students, teachers, tutors, coaches and voluntary helpers to achieve successful completion of (Activity) within the School activities
 - d. to assist in the efficient functioning of the Tuckshop, and Uniform Shop by providing regular volunteers to supplement paid staff
 - e. to assist the RSM to carry out his/her responsibilities and in particular those responsibilities referred to in clause 20.1
 - f. to appoint sub-committees to organise any such activities which, in the opinion of the Support Group and the Principal, will promote the development of the (Activity) within the School
 - g. to raise funds on behalf of (Activity) (and in the case of major fundraising in consultation with the Association) by various means approved by the Principal
 - h. for a member of the Support Group executive to attend and report back to the Association's general meetings



Section 2 - How to form a Special Interest Support Group

- 2.1 Read Schedule 1 of the P&F Constitution (See Appendix G).
- 2.2 For sporting Support Groups approach the Head of Primary/Secondary Sport and the RSM of the activity with a proposal to form a Support Group and obtain their consent.
- 2.3 For other Support Groups approach the Head of the Learning Area e.g. (Music) or the Head of Sub-School (Primary or Secondary) with a proposal to form a Support Group and obtain their agreement.
- 2.4 Approach the Management Committee of the P&F Association with the proposal, noting the agreement of all relevant parties. The Management Committee will then need to consult with the Principal. If the Principal agrees, a resolution will then be passed by the Management Committee, allowing the Support Group to be formed.
- 2.5 Call a special meeting for those who wish to be part of the Support Group to express their interest. Announcement of the meeting should be sent to the whole School population two weeks in advance by way of notice in the Newsletter (send an email to the Parent Receptionist with the form of the notice) and also by emailing interested parties.
- 2.6 Ask a member of the P&F Management Committee, the Principal or Head of Learning Area or, in the case of sport, the Head of Primary/Secondary Sport or the RSM, to chair the first meeting. At the meeting, elect a Support Group Committee, consisting of a President, a Secretary and a Treasurer. Record minutes of the meeting. See example form of minutes at Appendix B.
- 2.7 Support Groups must have as a minimum, a President, Secretary and Treasurer.

Section 3 - Proceedings at Support Group Meetings

- 3.1 Read Schedule 1 of the P&F Constitution (See Appendix G).
- 3.2 **Meetings**

The Support Group will hold a minimum of four meetings per year. The Committee of the Support Group sets the dates for the meetings. Meetings can also be called by a minimum of four members in writing.
- 3.3 **Schedule of Meetings**

Support Groups need to provide a schedule of meetings to the P&F Secretary for the calendar year after the first meeting of the Support Group. Email to: pandf@scgs.qld.edu.au
- 3.4 **Notice of meetings**

Meetings need to be advertised in the School Newsletter by sending an email to the Parent Receptionist with the details of the notice and a copy to the Head of Primary/Secondary Sport/Head of Learning Area or Principal two weeks prior to the meeting. Reminders may be sent out to the relevant Support Group network within twenty-four hours of the meeting by the RSM or Support Group committee.
- 3.5 **Meeting dates**

Meeting dates, times and venues should be set so as to encourage maximum attendance from all interested parties, including from all sections of the School and working parents. Support Groups are strongly encouraged to include Primary School representation in all proceedings and activities.



3.6 **Agenda**

An agenda is to be prepared and circulated by the Secretary before the meeting or be made available at the meeting. The agenda is prepared in consultation with the President, RSM and Treasurer. A copy of the agenda should be sent to the Attention of the Secretary pandf@scgs.qld.edu.au. A pro forma for an agenda is at Appendix B.

3.7 **Annual General Meeting**

An Annual General Meeting at which office holders are elected needs to be held each year. See Schedule 1 clauses 12, 13 and 14 for details.

3.8 **Conduct of Meetings and Meeting Venue**

Minutes are to be kept of the proceedings at each meeting by the Secretary. See pro forma Minutes to be used as a guide at Appendix B. Draft Minutes are to be circulated to people who attended the meeting and copied to Office Bearers for approval by email. The draft Minutes can be approved by email or at the next meeting. Minutes are to be signed by the Chair/President prior to Final Minutes being distributed.

Approved Minutes are to be circulated to all attendees of the meeting, Office Bearers, the P&F Secretary (email: pandf@scgs.qld.edu.au Attention: Secretary) and the Principal. The P&F will maintain a copy for public record of approved Minutes if the School community request to view.

3.9 Where meetings are to be held at the School, a booking form is to be completed and submitted to the PA to Business Manager for confirmation at least ten working days prior to the meeting date. The venue should be confirmed prior to sending out the notice of meeting. The venue should be vacated by 9.00pm to allow for evening security procedures to be followed. It would be appreciated if the meeting room was left as it was found to assist with cleaning costs.

3.10 **Motions**

Proposing motions should be by Chairperson/President (not Secretary) and then recorded as motion; proposed by; seconded by; motion carried/not carried. The RSM must be made aware/have prior knowledge of motions to be proposed at Meetings.

3.11 Any proposals relating to a sport should be made to the School via the Support Group, rather than individuals. Individuals are to be encouraged to take any proposals to a Support Group meeting, where it can be prioritised, voted upon to put the proposal to the School. The involvement and approval of the RSM should be sought before putting the proposal to the School.

3.12 At the next meeting, the Secretary should propose a motion as follows:

“That the Minutes of the last meeting held on {date} be accepted as a true and correct record.”

This motion should be seconded, voted upon and recorded in the minutes as indicated above.

3.13 If there is any disagreement between the RSM and members of a Support Group, the matter should be referred to the Principal.



Section 4 - Operation of a Support Group

The following is a list of functions which may be carried out by a Support Group. It supplements and should be read in conjunction with Schedule 1 (Appendix G). It is a guide and may need to be modified according to the needs and circumstances of a particular activity.

The functions of a Support Group include:

- 4.1 Working closely with the RSM in order to properly perform its function of assisting the RSM to carry out his or her responsibilities. The Support Group is encouraged to develop a positive working relationship with the RSM.
- 4.2 Agree common goals and objectives with the RSM, both short and long term. A meeting should be held for this purpose before the start of each season or annually, as applicable. These goals may include participation levels, performance goals, fundraising goals, equipment purchase, social events, and training goals. This will form the Support Group's Business Plan.
- 4.3 Collate and manage a database, in conjunction with the RSM and/or Head of Primary/Secondary Sport (Support Group Members should seek instruction from RSM re Privacy obligations).
- 4.4 Communicate with parents and carers using the database regarding training, practices, competition details, social functions, requests for assistance and generally to encourage support of the activity (Emails must use the BCC function to protect individuals' privacy (not the CC function)).
- 4.5 Appoint parent managers for each team or age group, as appropriate.
- 4.6 Arrange social activities for the purpose of raising funds and/or building morale and spirit.
- 4.7 Assist with and/or collate newsletters.
- 4.8 Provide human resources and logistic support for competitions or events where the requirements are beyond School resources. These include setting up and packing up for sporting club events, games and end of season functions; setting up and packing up for fundraising events related to other Support Group activities e.g. fundraising barbecues, dances/discos, concerts; and assisting with the set up for major fundraising events e.g. Grammar Fair, Walkathon, Quiz nights as negotiated with the event planning committee.
- 4.9 Prepare proposals for consideration by the School for the improvement and development of the activity including proposals for purchase of equipment, pre-season clinics or camps and coaching arrangements and for P&F funding.
- 4.10 Arrange for provision of breakfast where early morning training or practice is involved.
- 4.11 In the case of sport, facilitate club competition and/or affiliation, arrange end-of-season celebrations and conduct a review of the sport and/or complete a checklist at the end of the season. This review should consider what has been done well that season and what could be done better next season.
- 4.12 Liaise with the RSM of the activity, the Head Coach, the Head of Primary/Secondary Sport, the Sports Administrator and the P&F as required.
- 4.13 Report to the Management Committee of the P&F either by way of written report or by a verbal report presented at the P&F General Meetings.
- 4.14 The RSM or their delegate (staff member) must be present at all functions/events/activities held on School campus.



Section 5 – Conducting Functions/Events

- 5.1 A role of Support Groups is to conduct functions. These may be for a fundraising exercise or to provide a social context for parents and children to liaise with others (friend raising).
- 5.2 For any functions that are to be conducted on School premises, the following forms need to be completed and are attached in Appendix C. The forms provided are samples only as these are updated from time to time – the current versions are available on the School Intranet.
 - Functions/Event Request & Approval Form
 - Application to Raise Money and Award Prizes through Raffles and Games of Skill (if applicable)
 - Application for Approval for Alcohol to be Served (if applicable, refer to Section 8 *Selling or Serving of Alcohol*)
- 5.3 The Functions/Event Request & Approval Form needs to be emailed to events@scgs.qld.edu.au.
- 5.4 It is the responsibility of the RSM of the function to ensure all venue and equipment bookings are confirmed and it is recommended to contact the service providers (found on the Functions/Event Request & Approval Form) to ensure all aspects are being managed prior to the event and to identify any issues.
- 5.5 The Application to Raise Money and Award Prizes through Raffles and Games of Skill and the Application for Approval for Alcohol to be Served forms need to be completed and emailed to events@scgs.qld.edu.au. Once the application is considered, the person who made the application will be advised of the outcome by email or phone.
- 5.6 When arranging events and functions that will incur a charge to participants, keep in mind that the School is committed to providing accountability for all monies received on its behalf. Electronic payment is the preferred method as the client (usually parent) is provided with a receipt and an audit trail is recorded for future reference and planning.
- 5.7 All monies received by the School on behalf of the P&F will be paid over to the P&F at the end of each month. Any charges associated with electronic collection of fees will be covered by the School and will not impinge upon the fundraising efforts of the P&F or its Support Groups. The RSM, Accountant or Business Office Staff will guide you through this process if requested.

Section 6 - Raising Funds

- 6.1 Functions of a Support Group also include raising funds to be used in the support, promotion and development of the activity.
- 6.2 Major fundraising activities need to be conducted in conjunction with the P&F Management Committee and with the approval of the Principal as per the P&F Constitution (Schedule 1: 6(g)) By-Laws for Support Groups). Major fundraising activities are activities where it is expected in excess of \$2,000 will be raised.
- 6.3 Raffles, Art Unions, lucky envelopes, bingo and Calcutta sweeps are regulated under the *Charitable and Non-Profit Gaming Act 1999*. If a Support Group is considering running any of these activities they should contact the Business Manager or email businessmanager@scgs.qld.edu.au to discuss the guidelines. Generally, Support Groups will only be permitted to hold Category 1 games.
- 6.4 Toward the end of each calendar year, Support Groups should ensure they have used funds raised to purchase equipment or services for the School. If there is an excess of funds in the bank account, transfer to the School for future use for their sport/activity. Where funds are held by the School, the Support Group officers will be consulted prior to any purchases.



Section 7 – Management and Financial Administration – Sports and Other Activities

7.1 Management and administration of the following activities is the responsibility of the School:

- Football
- Rugby
- Music
- Equestrian
- Netball
- Cricket
- Basketball

The School has taken on the commitment to manage the activities to ensure perpetuity for the activity. The School is supported by the P&F Support Groups.

7.2 The Responsible Staff Member

A RSM of each activity is appointed by the Principal. The responsibilities of the RSM are, in conjunction with the Support Group, as deemed appropriate:

- Develop the medium to long term direction of the activity
- Develop a Business/Strategic Plan for the activity on an annual basis with input from the Support Group (may be a delegate of the Group)
- Compile, manage and be responsible for the budget
- Set registration costs, taking into account external registration costs and internal requirements for the season
- Purchase services and equipment as per the School's purchasing policies and procedures (RSM only)
- Work with the P&F Support Group to promote the activity at the School and to encourage participation

7.3 The Support Group

A Support Group for each activity is established as a sub-committee of the P&F. The responsibilities of the Support Group are:

- To provide an annual Business Plan to the P&F Executive for review and approval
- To assist the RSM to carry out their responsibilities
- To assist the RSM by providing voluntary services and support beyond School resources for the various activities. (Refer to paragraph 4.8 above)
- To assist students, teachers, tutors, coaches and voluntary workers in consultation with the RSM
- To promote the participation and development of the activity within the School
- To participate in minor fundraising activities as approved by the Principal

7.4 Budget and Funding for the Activity – School Responsibilities

The budget is prepared on a breakeven basis, exclusive of GST, by the RSM. From time to time, the School may allocate additional funds for equipment. The budget is based on the income collected from parents for registration and/or other fundraising activities. The registration fee is set following consultation with the President and Treasurer of the Support Group. The income covers the following expenses:

- Registration/insurance – if applicable
- Training/coaching
- Uniforms
- Presentation day expenses (excluding gifts)
- Equipment
- Other appropriate expenses



Once the mandatory expenses are paid, i.e. registration, coaching and equipment, the RSM has discretion to allocate the remaining funds in consultation with the Support Group Committee.

Budget information is available to the RSM at any time via the Teacher Kiosk system. The Business Office also provides written reports on a quarterly basis if requested. The RSM does not have the authority to disclose the School's financial reports to the Support Groups. However, discretionary funds may be disclosed and collaborated on.

7.5 Budget and Funding for the Activity – Support Group Responsibilities

The Support Group has the discretion to raise additional funds through minor fundraising events such as barbecues and other catering activities. Proceeds need to be banked intact and purchases made as a separate transaction. The Group is free to spend the funds in any way they choose for the advantage of the activity. Funds raised for capital equipment will be donated to the School so that the purchase can be made by the School and recorded in the Asset Register. Ongoing depreciation and maintenance will be the responsibility of the School.

7.6 Setting the Fees and Designing the Registration Flyers for School Activities

The RSM is responsible for setting the annual fees in consultation with the Support Group. The charge to students will take account of compulsory external registration costs and internal requirements for the season.

Income and expenditure is budgeted on an annual basis only. There is no provision for excess funds to be collected in one year, to be spent in a later year other than where a specific fundraising levy has been charged. Under these circumstances the RSM will advise the Business Office of the amount to be transferred to the P&F, or to be held in a separate School account.

Registration documents are to be checked by the Accountant prior to sending out to parents.

7.7 Goods and Services Tax (GST)

In setting fees for School activities, reference is made to the GST ruling GSTR 2000/30 which states that the *supply of an education course is GST freefor curriculum related activities*. That is, if the activity is part of the curriculum of an approved education course (primary or secondary) and not predominantly recreational, the fee is GST free. The exceptions are food and uniforms which are taxable (GSTR 2000/30).

Most of the School's extra curricula activities fall into the taxable category as they do not form part of the formal curriculum.

7.8 Registration Fees for Sport

Registration fees are collected via an electronic payment system. Cash is not encouraged as the School cannot provide security.

The Business Office will provide the RSM with the names and amounts paid by students to ensure all records, held by both the School and Support Group, are accurate. It will be the responsibility of the RSM to ensure that registration fees are paid.

7.9 Refund of Registration Fees for Sport

Refunds applied for and processed prior to payment of registration fees to the external body will incur a 10% administration fee payable to the School or in the case of external registration, at the discretion of the provider. Refunds applied for after payment of the registration fees to the external body will be at the discretion of the external body. Applications will generally be considered on the following basis:

- A number of components incorporated into the fee structure may be non-refundable
- Only partial refunds may be given based on a number of criteria including number of games already played, reason for request, any extenuating circumstances
- The request will be considered by the external body and the School has no control over the decision



Once the School has received the refund (if any) a 10% administration charge will be deducted and the balance will be forwarded to the parents.

- 7.10 Support Groups are not permitted to employ staff or contract with individuals (eg: coaches). Please refer enquiries to the HR Manager.
- 7.11 If a Support Group wishes to engage volunteer coaches/helpers, please coordinate with the RSM and HR Manager so that induction can be completed.

Section 8 - Selling or Serving of Alcohol

As per the PMSA policy *School Activities* "Alcohol may not be served or consumed on School premises or at School functions held away from School premises except with prior approval from the Chairman of the School Council". The policy further states that "...alcohol should not be served at School dances, speech nights, representative sporting events held on School premises, and such similar functions where the student body is the focus of the function".

If the Support Group wishes to provide alcohol at a function, an *Application for Approval for Alcohol to be Served* form should be completed and submitted to the Principal by the RSM for recommendation to the School Chairman. The application form is provided in Appendix C. Also note that although a Community Liquor Permit is no longer required if alcohol is to be sold at an event, function organisers must still comply with the requirements of the Liquor Licencing Act.

Section 9 - Accounting Procedures for Support Group Funds

All P&F accounting, including Support Group operations, is carried out by the School Business Office. The Accounting Procedure is attached in Appendix F. It is important that anyone involved in handling money read these procedures. If assistance is required with banking or advice, please contact the School Business Office. The following information supplements these procedures:

9.1 Lines of communication re financial transactions

Financial transactions, including bank reconciliations and allocation of monies to the various Support Group accounts, are processed by the School Business Office at the end of each month. At the end of each month, monies held in the School account on behalf of the Support Groups are transferred to the relevant P&F account, or are held in a separate School account, depending on individual arrangements.

All communication and enquiries regarding transactions are to be directed to the School Business Office in the first instance.

9.2 Depositing money to the P&F bank account

At the time of depositing funds, the Support Group member will submit a Bank Deposit Summary to the P&F Treasurer. This will assist the Treasurer and School staff to correctly allocate the funds.

9.3 Requesting payment of accounts

Requests for payment of accounts are to be made directly to the P&F Treasurer via a Payment Request Form (available from the P&F Treasurer). Two members of the Support Group executive are to authorise the payment and an invoice is to be attached. If the expense is > \$500, the requisition is to be signed/authorised by the Principal. Please keep in mind that Electronic Funds Transfer is the preferred method of payment (not cheques).

9.4 Purchasing assets

As per Section 40 of the P&F Constitution, the P&F and Support Groups will donate money to the School for the purchase of equipment/assets. The School will then purchase the items and record them in its asset register. If unsure, please email the Business Office for clarification. An asset is defined as a piece



of equipment (eg: musical instrument, goal posts, portable seating, grand stand, trailer), with a value greater than \$500.

All of these transactions are to be coordinated by the RSM. The RSM will order the equipment via a School purchase order and will obtain all approvals required. The Support Group member's role will be to liaise with the P&F Treasurer to approve the donation to the School. Excess funds will be transferred to the School at the end of each year, for future use for the relevant sport/activity. For funds held at the School, purchases will be made following consultation with Support Group officers.

Section 10 - Acknowledging the Work of Support Group Committee Members

At the end of each year, the Principal will host a Volunteers Thankyou Evening where all School volunteers, including committee members, will be recognised and thanked for their contribution during the year. This event is the appropriate avenue for showing appreciation. The purchase of and giving gifts by Support Groups to volunteers or staff outside of this is not necessary nor permitted as all funds raised by the P&F and its Support Groups are to be directed into the School and student activities.

Section 11 - Support Group Communications Guidelines

11.1 Communications from Support Groups to the School Community

Communications emanating from Support Groups should be carefully considered. The content of communications from Support Groups should abide by School standards and should not be used to promote individual agendas or discussions. All communication content must be approved by the relevant RSM or Head of Primary/Secondary Sport prior to distribution unless in an emergency situation.

- No individual or group should use School communications for individual or commercial gain, financial or otherwise.
- If a communication is sent by an official of a Support Group in an official capacity, the following guidelines should be followed:
 - Always include and copy in the RSM
 - Avoid unsubstantiated statements "Everyone thinks that...."
 - Avoid "I's" For example "I think we should...." Replace with "The SG raised and supported the motion that <ACTIVITY>"
 - Use titles rather than personal names. For example "The RSM will do this...."
 - Always support each other in communications around others. Use personal contact time / mediums to raise disagreements.
- Proposals from the Support Group to the School
 - The School encourages proposals relating to an activity to come from a Support Group rather than from individuals. Individuals are encouraged to put forward proposals to Support Group meetings. If there are differing views as to the proposal or its format, then a vote should be taken at the Support Group meeting.



11.2 Use of Email

As emailing is a large part of our communication, it is important that we all communicate in a respectful manner. Please read the following principles set out below (which have been supplied courtesy of Griffith University) and follow as a general basis for all emails.

There are no 'official' rules governing electronic communication, though there have been attempts to establish one standard or another as the default, there is no common agreement. As a general rule though, netiquette involves the same principles as plain old etiquette - basic courtesy, respect and ethics. By following the principles outlined below, the recipient of your email will be more likely to read and act:

- Subject line to summarise the message
- Keep it concise
- Allow time for a reply
- Use the BCC field when sending bulk email
- Don't shout at people (uppercase)
- Avoid angry outbursts
- Keep the thread
- Don't *Reply to All* unless necessary
- Keep download size to a minimum
- Illegal Activities. These include libel (defamatory statements), discrimination (racial, sexual, religious, ageist etc.), some adult material (child or violent erotica), illegal information (how to kill or injure people, incitement to violence, racial hatred etc.), are likely to have strong sanctions brought against them.

Section 12 – Compliments, Queries, Questions And Complaints

Refer to Appendix D regarding the SCGS Activities, Clubs Compliments, Queries, Questions and Complaints (CQQC) procedure.

Section 13 – Other Useful Information

13.1 **Appendix E provides a list of the P&F contacts and contact methods**

13.2 **Appendix H provides the Role Descriptions for Support Group Executive Roles**

Section 14 – Food Safety

14.1 **Food Handling**

Safe food handling is essential for preventing the spread of germs, disease and cross contamination of foods being prepared for consumption.

The following rules must be adhered to during the preparation of food as recommended by QLD Health to ensure the Health and Safety of our customers to avoid the chance of illness as a result of contaminated foods.

1. Always wash your hands thoroughly before preparing food
2. Do not handle food with bare hands – use gloves instead



3. Do not handle food if you are sick or have cuts or sores on your hands
4. Hot foods must be stored ready for sale at above 60°C
5. Cold foods should be stored at a temperature of less than 5°C
6. It is recommended that frozen food is defrosted in the fridge or microwave, not left out on a bench to defrost
7. Thawed food must not be refrozen under any circumstance
8. Store food as recommended by the supplier and manufacturer. (Some food requires refrigeration once opened)
9. Do not overload fridges
10. Clean and sanitise food preparation areas after preparing or storing raw food
11. Clean the entire cooking area thoroughly after use

14.2 Storage of Food

All food should be stored as recommended by the manufacturer or supplier of the product. Use by dates on stock should be checked regularly and stock rotated to ensure older stock is sold or consumed first.

Products that do not require refrigeration should be stored in a dry clean space or container in a manner to prevent pests from accessing the food.

Food requiring cold storage must be stored in accordance with the manufacturer's recommendations. Cold storage must be stored in a refrigerator at a temperature of less than 5°C. It is recommended that frozen food be stored below -18°C, however as most freezers will not always maintain that temperature food should be checked regularly.

Some foods do not require refrigeration until after opening, be sure to follow manufacturers recommendations on the storage of the product.

Hot food should be stored at above 60°C until consumed. Food should be heated rapidly to a temperature of more than 70°C for at least 2 minutes initially, to eliminate any food poisoning bacteria. Hot food is never to be allowed to cool and then reheated. Left over hot food must be disposed of.

14.3 Equipment Operation and Maintenance

All food handling facilities and equipment must be inspected before use to ensure all food preparation surfaces are sanitised, cooking equipment is operational and cleaned ready for use before the commencement of an event/function.

Equipment should only be used by persons that have been inducted on its use and have been deemed competent. The School can assist in the training of persons as requested by members of the P&F to ensure persons are competent on the use of the facilities equipment. At least one competent person should be present at all times during an event/function.

If any of the Schools catering equipment or facilities are found to be faulty or damaged, this must be reported to the School's Facilities Manager maintenance@scgs.qld.edu.au.

14.4 Post Event Clean-up

All perishable food products that cannot be stored pending future events should be discarded so that it doesn't spoil and affect other food stock.

The area/venue and equipment used should be cleaned and packed up where applicable so that others can then use it for future events.

Please ensure that venues and equipment are secured at the end of each event.

At the end of each School term, Support Groups should check their remaining stock and dispose of spoilt and out of date produce and re-order as required.



Section 15 – Blue Cards

15.1 Blue Card Requirements

All Coaches, Volunteers and Tutors are required to hold a Positive Notice Blue Card. The only exemptions from the requirement to hold a current Blue Card, which will be permitted by SCGS and PMSA, are those exemptions currently permitted by law, and relate to the following four categories of volunteers:

1. Parents of children at the School. This exemption is contained in the *Working with Children (Risk Management and Screening) Act 2000*, itself.
2. Children at the school, if under 18 years, acting in a voluntary capacity.
3. Persons who perform a function:
 - not more often than twice in the same year; and
 - for periods that are each ten days or less; and
 - in a situation where the person is unlikely to be physically present with a child without another person who is an adult also being present; and
 - at an event:
 - i. which is organised at a state or national level in relation to a sporting, cultural or skill based activity; and
 - ii. attended by more than 100 people, eg Australian sporting championships organised by a national sporting organisation or a national gathering of members of State based organisations for cultural or sporting development.
4. Persons who are guests for the purpose of observing or supplying information or entertainment to 10 or more people,
 - not more often than twice in the same year; and
 - for periods that are each of ten days or less; and
 - in a situation where the person is unlikely to be physically present with a child without another person who is an adult also being present, e.g. teacher from another country observing students as a guest of a School, or a worker telling students about the worker's occupation.



APPENDIX A

P&F CONSTITUTION EXTRACTS ONLY

SUPPORT GROUPS – Rule 26 of the Constitution

- 26.1 The management committee will promote and encourage the establishment of special interest groups (Support Groups) within the membership of the Association to serve special educational, spiritual, cultural, social or sporting interests of the students or groups of students of the School, or to serve one or more of the objects of the Association.
- 26.2 All Support Groups will be governed by a committee which in turn will be responsible to the Association management committee.
- 26.3 Support Group committees will operate as sub committees of the management committee and subject to the By-laws for Support Groups contained in Schedule 1 to these rules.
- 26.4 Support Group by-laws may only be amended by a general meeting of members of the Association

DIRECTIONS BY THE PRINCIPAL – Rule 45 of the Constitution

- 45.1 The management committee must endeavour to work in conjunction with and subject to the reasonable direction of the Principal from time to time.
- 45.2 Without limiting sub-rule 1, the management committee must comply with the by-laws contained in Schedule 2, as they may be amended from time to time.
- 45.3 The by-laws contained in Schedule 2 may only be amended by the management committee with the consent of the Principal.

N.B. The full By-Laws for Support Groups are included at Schedule 1 (Appendix G of this Handbook)

BY-LAWS FOR THE PURPOSES OF RULE 45 – DIRECTIONS BY THE PRINCIPAL – Schedule 2 of the Constitution

1. The management committee must
 - (a) first obtain the approval of the Principal both as to application and timing prior to spending any sum of money above an amount agreed from time to time between the Principal and the management committee
 - (b) whenever requested to do so by the Principal, promptly provide the Principal with current account balances detailing funds held by the Association, including those of the Support Groups and details of all funds raised by the Association and its various sub-committees for any particular period
2. The Association must
 - (a) not (either through the management committee or its various sub-committees including Support Groups) employ any person to conduct any activity at or on behalf of the School without first obtaining the approval of the Principal; and
 - (b) comply with the School's policy from time to time on sponsorship and promotion



APPENDIX B

AGENDA & MINUTES PRO FORMA

Sunshine Coast Grammar School

P&F Association - < Name > Support Group General Meeting

AGENDA

< Date >

< Time > Location

1. Attendance
2. Apologies
3. Confirmation of Minutes from previous meeting < date >
4. Matters Arising from the previous meeting < date >
5. Correspondence – Inward/Outward
6. President's Report
7. Treasurer's Report
 - Authorisation of Cheques
 - Report for month
8. General Business



MINUTES OF GENERAL MEETING < date >

SUNSHINE COAST GRAMMAR SCHOOL PARENTS & FRIENDS ASSOCIATION < Name > Support Group Meeting Minutes

WELCOME

Meeting commenced at opened by

1 ATTENDEES

2 APOLOGIES

3 CONFIRMATION OF MINUTES

Minutes of the Meeting held < date > are confirmed as a true and correct record.

MOVED - < name > **SECONDED** - < name > **MOTION CARRIED**

4 MATTERS ARISING FROM MINUTES

5 PRESIDENT'S REPORT

MOTION:

MOVED - < name > **SECONDED** - < name > **MOTION CARRIED**

6 RESPONSIBLE STAFF MEMBER REPORT

MOTION:

Accept RSM Report

MOVED - < name > **SECONDED** - < name > **MOTION CARRIED**

7 TREASURER'S REPORT

Accounts, Cheque Lists

MOTION: Approval of the Cheque list for < date > .

MOVED - < name > **SECONDED** - < name > **MOTION CARRIED**

8 GENERAL BUSINESS

9 CLOSE

< Chairperson > thanked for tonight.

There being no further business the meeting closed at < time >



APPENDIX C

FORMS MOST COMMONLY USED BY P&F SUPPORT GROUPS IN DEALING WITH THE SCHOOL

- Functions/Event Request & Approval Form
- Application to Raise Money and Award Prizes through Raffles and Games of Skill
- Application for Approval for Alcohol to be Served



FUNCTIONS & EVENTS – FACILITIES REQUEST APPROVAL FORM

Form to be lodged with a minimum of 10 working days prior to the scheduled event. Please note that this form is used only for the intention of booking a venue and specific equipment for a planned event, but does not service to give approval to event arrangements or any printed material which may be distributed in relation to this event. Please refer to the Marketing Support section of this form.

CONTACT INFORMATION

Event Organiser's Name: _____ Department: _____

External Organisation (other than Grammar) _____

Onsite Contact Person: _____ Email: _____

Contact Numbers: (W) _____ (H) _____ (Mob) _____

Email Address: _____

Grammar Contact Person: _____

Please note the Onsite Contact Person will be responsible for ensuring facilities are secured and alarmed at the end of the function as well as ensuring the premises are left in the manner they were found.

FUNCTION / EVENT DETAILS

Function / Event: _____ Date of event: _____

Venue/s Required: _____

Numbers Attending: Staff _____ Students _____ Parents / Visitors _____

Event Times: Time in: _____ Event start: _____ Event finish: _____ Time out: _____

EQUIPMENT REQUIREMENTS (please specify individual items and quantities such as: tables, chairs, dishwasher, fridges, oven, BBQ,)

Shade Tents	<input type="checkbox"/>	Qty	Sound System	<input type="checkbox"/>	Power Boards	<input type="checkbox"/>	Qty
Tables	<input type="checkbox"/>	Qty	PA System	<input type="checkbox"/>	BBQ	<input type="checkbox"/>	Qty
Chairs	<input type="checkbox"/>	Qty	Extension Leads	<input type="checkbox"/>	Eskies	<input type="checkbox"/>	Qty
Computer	<input type="checkbox"/>		Projector	<input type="checkbox"/>	Projector Screen	<input type="checkbox"/>	

Other Equipment (please specify): _____

MARKETING SUPPORT (All flyers and marketing material will require marketing approval)

Events Online Sponsorship Flyers etc Promotion of Event (eg Facebook)

(If you require logos, images, posters, sponsorship etc, please contact the Marketing Department for assistance – marketing@scgs.qld.edu.au)

Is alcohol being provided/sold at the event: Y / N *(If yes, please attach completed "Application for Approval for Alcohol to be served" form)*

Is alcohol to be **SOLD** at the event: Y / N *(If yes, you must apply for a Liquor Licensing Permit with Queensland Liquor Licensing minimum 21 days prior to the event. A copy of the permit must be provided to the school for record purposes).*

Will raffle tickets be sold at this event? Y / N *(If yes, you must complete an "Application to Raise Money and Award Prizes through Games of Chance and Skill" form)*

Is this a fundraising event? Y / N *(If yes, you must complete an "Application to Raise Money and Award Prizes through Games of Chance and Skill" form)*

Will assistance with set-up be required: Y / N *(If yes, please provide details)*

Oval Lighting Required (if applicable): Y / N Main Oval Lower Oval Duration: hrs mins

Is exclusive use of the area being sought: Y / N *(If yes, please provide details)*

Will keys be required: Y / N *(If yes, please provide details)*

Is additional security required: Y / N *(If yes, please provide details)*

Note – Cleaning and lighting costs, as may be applicable, will be charged to the relevant Department Budget (SCGS) or invoiced for payment (external organisations).

AUTHORISATION AND APPROVAL

Applicant: _____ Signature: _____ Date: _____

Head of Sub School/Principal: (as applicable) _____ Signature: _____ Date: _____

Facilities Manager: _____ Signature: _____ Date: _____

Business Manager: _____ Signature: _____ Date: _____

DOCUMENTATION TO BE ATTACHED (as may be applicable)

Risk Assessment form	<input type="checkbox"/>
Application for approval for alcohol to be served	<input type="checkbox"/>
Application for permit for alcohol to be sold	<input type="checkbox"/>
Public Liability Insurance Cover (external organisations only)	<input type="checkbox"/>

Facility available	<input type="checkbox"/>
Booking entered on Bookit/Calendar	<input type="checkbox"/>

OFFICE USE ONLY (Distribution List)

Facilities Manager (Equipment & Security)	<input type="checkbox"/>
Caretaker (Security)	<input type="checkbox"/>
WH&S Coordinator (Risk Management & Permits)	<input type="checkbox"/>
IT Manager (IT Equipment & Services)	<input type="checkbox"/>
Business Office (Invoice Requisition - if applicable)	<input type="checkbox"/>
Added to cleaning schedule	<input type="checkbox"/>
Copies Distributed / /	Initialled <input type="checkbox"/>

APPLICATION FOR APPROVAL RAISING MONEY AND AWARD PRIZES THROUGH RAFFLES AND GAMES OF SKILL



(To be read in conjunction with the PMSA Education and Pastoral Care Policy School Activities)

EVENT DETAILS			
Event Organiser:			
Event Name:			
Date of Event:			
Times of Event:			
Event Venue:			
Name of Responsible Person:		Mobile No:	
Reason for your request and Benefit to the School:			
Venue and/or Method of Raising Money through conducting Raffles and Games of Skill:			
Prize(s) to be offered (note that the PMSA policy states that the magnitude of prizes must not require a gambling licence – seek clarification prior to submitting the application)			
DECLARATION (Responsible Person)			
<input type="checkbox"/> I take responsibility that the method in raising funds through Raffles and Games of Skill and the prizes offered, are in conformity with the policy of the PMSA, and not in contravention of State Gaming Laws.			
Requested by:			
	Name	Signature	Date
RECOMMENDATION OF PRINCIPAL			
Principal:	Mrs Maria Woods		
	Name	Signature	Date
RECOMMENDATION OF CHAIRMAN			
Chairman:			
	Name	Signature	Date
POST EVENT REPORT			
<input type="checkbox"/> The above function was conducted as approved. No incidents need to be reported. OR <input type="checkbox"/> A report is attached regarding incidents that occurred at the above function that need to be noted and action taken.			
Signature of Responsible Person:			
	Name	Signature	Date

APPLICATION FOR APPROVAL - SERVING OF ALCOHOL



SUNSHINE COAST
GRAMMAR SCHOOL

EVENT DETAILS			
Event Name:			
Date of Event:			
Times of Event:			
Event Venue:			
Name of Event Organiser:		Mobile No:	
Reason for your request:			
Will there be catering at this event:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please specify:	
Proposed Hours of Alcohol Service:			
Expected guest attendance:	Staff:	Parents:	*Students:
<p>(*Please note: Students under the age of 18 are not permitted at events where alcohol will be served. The only exception will be where the purpose of serving alcohol is for Hospitality assessment and where a meal is being served at the same time. A responsible person who holds an RSA Certificate must be present at all times during the event where serving of alcohol will occur.)</p>			
APPLICANT DETAILS (Responsible Person)			
<input type="checkbox"/> I take responsibility for the provision of alcohol at the above event in accordance with the written policy of the PMSA.			
<input type="checkbox"/> An appropriately qualified person holding a valid RSA Certificate will be responsible for the service of alcohol.			
Requested by:			
	Name	Signature	Date
RECOMMENDATION OF PRINCIPAL			
Principal:	Mrs Maria Woods		
	Name	Signature	Date
RECOMMENDATION OF CHAIRMAN			
Chairman:			
	Name	Signature	Date
POST EVENT REPORT			
<input type="checkbox"/> The above function was conducted as approved. No incidents need to be reported. OR <input type="checkbox"/> A report is attached regarding incidents that occurred at the above function that need to be noted and action taken.			
Signature of Responsible Person:			
	Name	Signature	Date

APPENDIX D

SCGS ACTIVITIES, CLUBS, COMPLIMENTS, QUERIES, QUESTIONS AND COMPLAINTS (CQQC)

From time to time feedback or incidents occur in activities which should be attended to and communicated effectively. At SCGS our sporting clubs activities, have a series of processes that should be followed when communicating about these issues.

ASK THIS QUESTION FIRST!

What is the nature of the **CQQC**? If it is urgent and directly affects an individual's safety it needs to be reported immediately. In the first instance this is to the Responsible Staff Member of the sport, Head of Primary/Secondary Sport or the activity, Club President or relevant School staff members.

COMPLIMENTS

Positive compliments are more than welcome at any time. Notes are made and passed on to the relevant person/team.

QUESTIONS and QUERIES

These are very general and often relate to processes and procedures of the relevant activity. Other questions could relate to facilities, venues, trainings and draws etc. When do we play? What court/field am I to go to? What is the rule regarding...? Etc.

In most cases these can be answered by a coach, staff member, Responsible Staff Member or a Support Group member. If they are specific questions they may be directed to another source for the correct information.

COMPLAINTS

Most complaints can be dealt with in the first instance quite quickly by the Responsible Staff Member of the activity or other designated Club personnel. For more serious complaints – after contacting the relevant Responsible Staff Member or Head of Activity, the Head of Sub-School may need to be involved as a further response to the complaint. Complaints are to be made and responded to in a calm, respectful, manner.

Steps to resolving the Complaint

Define the issue and discuss options

Who is making the complaint?

What is the nature of concern?

What is their attitude?

Do they want to listen and resolve the issue with you?

If they wish to listen and resolve the issue with you:

Listen, gather facts and make notes.
Can the situation be resolved so as it will go no further?
What policies, practices, etc, are currently in place?
What evidence is there?
Avoid responding defensively, and giving unrealistic undertakings to the person.
Personal communication is most effective; avoid email

If they are not willing to listen and resolve the issue with you:

Remain calm
Refer the person back to the Responsible Staff Member, Head of Activity or Head of Sub-School to take the necessary action for further investigation.
Written documentation as evidence may be required.

Note:

If the person does not want to be identified to the person they are complaining about, explain that to resolve the issue and to ensure that the principles of natural justice are applied, the person being complained about will usually need to be advised the who, what and when of a complaint. For some less serious issues, the name of the person complaining may not be important as the focus may be on clarification of policies, roles and responsibilities, and guidelines. All formal written complaints will be dealt with promptly and responded to in writing after a thorough investigation.

APPENDIX E

CONTACTS LIST

Members of the Parents' and Friends' Association can be contacted by emailing pandf@scgs.qld.edu.au ; or by dropping a note to parent reception; or by referring to the Lion's Roar newsletter.

Name & Designation	Position
Edwina Jane Clowes	Acting President
William Swain Roberts	Immediate Past President
Edwina Jane Clowes (Shannon)	Vice President
Rikki Scott	Secretary
Lauren McKerral Stanhope	Treasurer
Sarah Elizabeth Grandison	General Member
Rebecca Whitehouse (Middlebrook)	General Member
Barton John Crowd	General Member
Petra Elaine Pedley	General Member
Linda Tapp	General Member
Rachel Johnson	General Member
Adrienne Antich	

As at 13 February 2018

APPENDIX F

ACCOUNTING PROCEDURES

The accounting procedures are outlined in Section 39 of the P&F Constitution. The following guidelines supplement these procedures:

- The Auditor will be the School appointed auditor.
- All monies will be deposited as soon as is practicable (39.3). If monies cannot be deposited by the P&F Support Group Treasurer within one working day, the monies are to be deposited to the School Business Office. Business Office staff will arrange for immediate banking of funds into the Support Group account. A night safe is available for deposits out-of-hours.
- All monies received are to be banked intact. Accounts and expenses are not to be paid out of cash receipts.
- All income and expenditure is to be recorded. There is no netting off of income and expenditure.
- Cash received should be counted by two people to verify the amount. Details should be provided (where applicable) to reconcile the amounts being deposited. For example, where ticket sales are made, the list of sales is to accompany the deposit.
- Where cash floats are issued, these should be reimbursed regularly and reconciliation provided, including receipts for payments. Cash floats should not be retained for any length of time but should be used for a specific short-term purpose.

APPENDIX G

SCHEDULE 1 - BY-LAWS FOR SUPPORT GROUPS

Support Groups operate as sub-committees of the management committee of the *Sunshine Coast Grammar School Parents and Friends Association* (the **Association**).

1. The name of the group will be *(Activity Name) Support Group* (herein referred to as the Support Group).
2. The management committee of the Association in consultation with the Principal will first authorise the establishment of each Support Group.
3. In these by-laws, the term “responsible staff member” means the person or persons for the time being appointed by the Principal to have responsibility for *(Activity)* and who will maintain communication with the Association and the School with respect to associated activities and events.
4. Support Group members will comprise members of the Association who are interested in the promotion of *(Activity)* at the School.
5. Position descriptions for executive officers of a Support Group, approved by the Principal, are to be complied with.
6. The purpose of the Support Group will be:
 - (a) To help ensure all students of the School interested in *(Activity)* will have the opportunity to gain appropriate participation, tuition and encouragement in the activity.
 - (b) To assist the School in ensuring that student efforts are supported by the full and effective use of the facilities provided by the School
 - (c) To assist the coordinated efforts of the students, teachers, tutors, coaches, and volunteers to achieve successful competition of *(Activity)* within the School activities
 - (d) To assist in the efficient running of the tuckshop and uniform shop by providing regular volunteers to supplement paid staff
 - (e) To assist the responsible staff member to carry out his/her responsibilities and in particular those responsibilities referred to in clause 20.1
 - (f) To appoint sub-committees to organise any such activities which, in the opinion of the Support Group and the Principal, will promote the development of *(Activity)* within the School
 - (g) To raise funds on behalf of *(Activity)* (and in the case of major fund raising in consultation with the Association) by various means approved by the Principal
 - (h) For a member of the Support Group executive to attend and report back to the Association’s general meetings
7. All funds resulting from approved fund raising activities shall be applied towards the advancement of *(Activity)* within the School, provided that prior to spending any sum of money, above an amount agreed from time to time between the Principal and the management committee of the Association, on School equipment or facilities, the Support Group committee must first obtain the approval of the Principal both as to application and timing. The management committee of the Association shall at all times be responsible to the Principal for the activities of the Support Group, and shall assist, cooperate or intervene with the Support Group to ensure School policies are adhered to.

8. The Support Group is not authorised to raise/process transactions in relation to sponsorships. The School Marketing office and the Principal will coordinate sponsorship agreements and the School's business office will invoice clients.
9. Support Groups are not permitted to employ staff or contract with individuals; for example, coaches. These will be coordinated by the responsible staff member who will liaise with the appropriate School staff.
10. The Support Group committee shall consist of a President, a Vice-president (optional), a Secretary and a Treasurer. The responsible staff member, President of the Association (or their nominee) and immediate past President of the Support Group committee shall be ex-officio members of the committee. A quorum shall consist of three members, one of whom must be the President, Vice-president or immediate past President. All Support Group meetings must be attended by the responsible staff member or his/her nominee.
11. There will be at least four general meetings in each year. Each meeting will occur on school premises unless permission is obtained from the Association's management committee. General meetings can also be called by a minimum of four members in writing. General meetings must be chaired by either President or the immediate past President.
12. An annual general meeting of the members of the Support Group is to be held within 8 weeks following the conclusion of the season/period of activity for (*Activity*) or in the first two months of the following year, with the approval of the Association management committee. The President and responsible staff member will present their reports at the meeting. The Treasurer will present the report as to the income and expenditure of the group (as supplied by the Association Treasurer) for the previous year. A quorum at annual general meeting will be five members.
13. At each annual general meeting:
 - (a) The President, Secretary and Treasurer will retire from their offices. An election will be held for these positions and unless the meeting otherwise resolves, no person will serve more than two consecutive terms in the same office. The outgoing members of the committee will be deemed to have vacated their respective offices at the commencement of the election.
 - (b) The School's auditor will be the auditor for the Association.
14. If the annual general meeting so resolves, the number of members serving on the committee for the ensuring year may be increased, with the consent of the Principal.
15. The committee will have the power to co-opt and to fill its casual vacancies.
16. The Support Group shall by resolution carried by 75% of the members present and voting at a general meeting have power to remove any member of the committee from office provided the member will have been given 14 days' notice of the motion for his or her removal. The management committee of the Association by majority resolution will have power to remove a member from office of the Support Group committee where that member is acting in a manner inconsistent with the aims and objectives of the Association.
17. It is the function of the committee to carry out on behalf of the Support Group the purposes set out in rule 6.
18. All funds of the group will be managed on its behalf by the Association Treasurer. Funds will be banked by the Treasurer of the Support Group or by the Treasurer of the Association or by the School's business office. On presentation of approved invoices, cheques or electronic payments will be prepared and signatures attached by the Association management committee signatories on behalf of the Support Group. On a regular basis statements of account will be provided by the Association Treasurer to the Treasurer of the Support Group for purposes of reconciliation.

Alternatively, electronic funds transfers may be utilised for payment of accounts. The same rules for signing and authorisation of cheques apply to electronic funds transfers.

19. Support Group funds will be managed by the Association's Treasurer and management committee. The consolidated Support Group bank account is named "Sunshine Coast Grammar School Parents and Friends Association Support Group Account". All transactions in connection with any such account will be effected by the signature of any two (2) members of the Association, usually the Association Treasurer and one other committee member. Additionally, there will be a school designated signatory appointed by the Principal with authority to sign on each and every account independently of the two Association management committee signatories. A balance date of 31 December is set. This is the date to which accounts of the group will be written up in respect of the preceding 12 calendar months, such accounts to be prepared by the School's business office and provided to the Support Group Treasurer, via the Association Treasurer, prior to the annual meeting of the group.
20. Subject to rule 6 of these by-laws:
- (i) The responsible staff member will have responsibilities to recommend to the Principal
- the appointment of the (*Activity*) captain;
 - the appointment of coaches/tutors;
 - the purchase, replacement and maintenance of assets which are the property of the School;
 - the review of existing facilities on an ongoing basis to prepare a comprehensive long-range program for the development of the (*Activity*) for the benefit of the (*Activity*) at the School;
 - the entry of School teams and representatives for competitions;
 - provide volunteer support to the School's trading entities;
- and, it will be the duty of the committee to ensure that the responsible staff member is given adequate assistance when required, to discharge these responsibilities.
- (ii) The Support Group committee will have the responsibility of
- assisting the School in developing, in consultation with the responsible staff member, the medium to long term direction of support to the (*Activity*);
 - annual financial plan & goals of the Support Group;
 - social and fund raising programs for the (*activity*) season;
 - assisting the responsible staff member by providing manpower and logistic support beyond School resources for the various (*Activity*) activities
21. Minutes of the meetings of the committee will be promptly circulated to members of the committee and confirmed minutes be circulated promptly to the Principal and Secretary of the Association.
22. These by-laws may only be amended by a general meeting of members of the Association
23. These by-laws will be read subject to the rules of the Association set out in its Constitution
24. The Association at a general meeting of members may wind up a Support Group on the grounds of insufficient interest from the students in that activity
25. In the event of a voluntary or Association initiated wind up of the Support Group all residual assets of the Support Group will become the property of the Association to be applied to purposes approved by the Principal.
26. With the agreement of the Principal, the Association may direct any accumulated funds in a Support Group that is in excess of their reasonable needs as determined at a general meeting of the Association to be used in another activity of the School or to satisfy the objects of the Association.
27. A levy may be imposed from time to time on the various Support Groups for the purposes of a contribution to the maintenance and upkeep of facilities used by the Support Groups.
28. The Support Group committee will report regularly to the Association on its activities. This may be either in a formal report or by a Support Group representative attending a meeting of the management committee or a general meeting of the Association to present a written or verbal report.

APPENDIX H

SUPPORT GROUPS EXECUTIVE ROLE DESCRIPTIONS

Sunshine Coast Grammar School

P&F Association Support Groups Position Description

PRESIDENT – SCGS Support Groups

The President is the principle leader of the Support Group and has overall responsibility for the Support Group's operations, communications and administration.

The President sets the overall annual committee agenda (*consistent with the views of Responsible Staff Member (RSM) of the Support Group, the SCGS Strategic Plan and the Support Group's members*), helps the committee prioritise its goals and then keeps the committee on track to achieve those goals whilst working within the overall framework of the By-Laws contained in Schedule 1 of the P&F Constitution. At the operational level, the major function of the President is to facilitate effective committee meetings.

Responsible To:

Following the nominations being approved by the Principal, the President is elected by the Support Group members. The President is responsible for providing assistance to RSM of the Support Group consistent with the Support Group By-Laws and representing the views of the Support Group members. The President is responsible to the P&F Association through the P&F Committee's Support Group Coordinator.

Responsibilities and Duties

The President should:

- Manage committee and/or executive meetings
- Manage the Annual General Meeting
- Ensure that minutes are circulated to the P&F President for circulation to members as soon as available
- Act as facilitator for Support Group activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members, strategic plan and By-Laws contained in Schedule 1 of the P&F Constitution
- Ensure the policies and procedures set down by the P&F Association's Management Committee are communicated to the appropriate bearers within the Support Group and are adhered to

Knowledge and Skills Required:

The President is someone who:

- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future directions and plans of members and the School
- Has a good working knowledge of the P&F Constitution, Support Group By-Laws and the duties of all office holders and subcommittees
- Is a supportive leader for all the organisations members
- Circulates information in a timely manner including agendas and minutes etc.

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the President of the Support Group is three (3) hours per week. The President is appointed for a one-year term, and may stand for re-election for a further one-year term before standing aside.

Sunshine Coast Grammar School
P&F Association Support Groups Position Description
SECRETARY – SCGS Support Groups

The Secretary is the chief administration officer of the Support Group. This person provides the coordinating link between members, the management committee and Responsible Staff Member (RSM) of the Support Group, the P&F Association and outside bodies, in conjunction with the Support Group President.

Responsible To:

The Secretary should:

- Act in accordance with the By-Laws in Schedule 1 of the P&F Constitution
- Prepare the agenda for group meetings in consultation with the President, Treasurer and RSM
- Make arrangements including venue, date, times and hospitality for Support Group meetings
- Send no less than (10) days' notice of meetings
- Collect and collate reports from office bearers
- Take the minutes of meetings accurately and distribute no more than five (5) days after the meeting *(the minutes are to be signed by the President prior to distribution)*
- Read, reply and file correspondence promptly
- Obtain the School / P&F sanctions for Support Group events, communicate information between Association/s and Support Group members

Other Tasks:

Handle bookings and entries, oversee social and equipment sub-committees; respond to general duties as directed by the Support Group committee and/or RSM.

Knowledge and Skills Required:

The Secretary is someone who:

- Can communicate effectively
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the By-Laws

Estimated Time Commitment Required

The estimated time commitment required as the Secretary of the SCGS Support Group is on average two (2) hours per week, excluding match days.

The Secretary is appointed for a one-year term, and may stand for re-election for a further one-year term before standing aside.

Sunshine Coast Grammar School
P&F Association Support Groups Position Description
TREASURER – SCGS Support Groups

The Treasurer is responsible for managing the Support Group funds.

Responsibilities and Duties

The Treasurer should:

- Act in accordance with the By-Laws of the Support Group, as set out in Schedule 1 of the P&F Constitution
- Oversee the activities of Fund-raising and Sub-committees
- Tracking of incoming / outgoing funds for fundraising activities
- Liaise with the P&F Association, as per the By-Laws and as per the requirements of the P&F Treasurer
- Keep a record of all payments and monies received, including copies of invoices and receipts (if applicable)
- Bank cash received and supply supporting documentation to the P&F Treasurer as soon as practicable, or coordinate banking with SCGS Business staff as required
- Present P&F Treasurer's reports at all committee meetings
- Prepare payment requisitions for all purchases and progress to Treasurer within one (1) week of receipt of invoice / order; or advise the RSM when purchases are required

Other Tasks:

Respond to general duties as directed by the Support Group committee and / or RSM of the Support Group.

Knowledge and Skills Required:

The Treasurer is someone who is:

- Well organised
- Able to keep good records
- Maintains an accurate awareness of the Support Group handbook including policies related to purchasing and spending

Estimated Time Commitment Required:

The estimated time commitment required as the Treasurer of the Support Group is on average two (2) hours per week. The Treasurer is appointed for a one-year term, and may stand for re-election for a further one-year term before standing aside.