SOCIAL SUB-COMMITTEE

Members: YTBD (interested parents and teacher representative as nominated by the School)

TERMS OF REFERENCE

In close consultation with the P&F and the school, the Social Sub-Committee will:
- identify social events for members of the school community.
- propose dates for social events to the P&F.
- identify and approach event providers for the social events.
- where required, obtain quotations for the holding of events.
- maintain a contact register of current preferred suppliers including: name, services provided, address, telephone, email, cost of service etc.
- pre-book suppliers for annual social activities, wherever appropriate.
- ensure all incoming funds are provided to the P&F Treasurer for processing.
- ensure the P&F Treasurer is provided with timely advice for the payment of deposits and supplier invoices.
- make recommendations and provide feedback at P&F meetings.
- prepare written notices for distribution to members of the school community in relation to social events providing at least four (4) week notice.
- following the event, monitor and evaluate the events’ effectiveness.
- liaise with the members of the school community as required to ensure adequate assistance is providing in the organisation of events.

Role and Responsibilities of Members:
All members of the P&F Sub-Committee have a responsibility to ensure that the best possible outcome is achieved for the broader school community.

Sub-Committee members must:
- be prepared to attend periodic Sub-Committee meetings;
- send apologies if unable to attend;
- participate in discussions held and be open to suggestions at all times;
- agree that recommendations made to the P&F are shared by all Sub-Committee members;
- attend to business of particular Sub-committee to obtain a positive outcome; and
- ensure a representative is available to report activities/progress/recommendations to the P&F Meetings.

I agree to operate within the boundaries outlined above:

Name ___________________________ Signature ___________________________

Date: __/__/____

Gerry de Ruyter, Principal ___________________________ Signature ___________________________

Date: __/__/____