

## What Are Sub-Committees?

Sub-committees are formed by an Association to undertake specific planning and/or manage tasks on behalf of the Association. Sub-committees are categorised as either an ad-hoc or a standing committee. Ad-hoc committees are formed to carry out specific tasks and cease to exist after these tasks have been completed for example a Centenary or Fete Committee. Standing committees have an ongoing role and are elected annually at the Annual General Meeting, eg. a Canteen Committee.

Sub-committees have delegated authority and are fully accountable to the P&C. Each sub-committee must operate within the Rules set for it by the P&C. Sometimes a sub-committee may write its own rules but these must be properly endorsed by the P&C before the sub-committee begins its work. A sub-committee does not have a separate Constitution or By-Laws from the P&C, nor do they have a separate set of Office Bearers, elections or signatories.

All members of the sub-committee must be P&C members. The sub-committee may elect a Chairperson/Convenor which is endorsed at the next General meeting or the AGM may choose to elect a person to this role. The Principal, or their nominee, are an ex officio member of all sub-committees and notification of all meetings should be given to all members of the sub-committee.

Responsibilities of sub-committees:

- All members must conform to the rules of operation endorsed by the P&C;
- All recommendations must be complimentary to the operations endorsed by the P&C;
- A report must be provided, in writing, to each meeting of the P&C;
- Any profits which may have resulted from the sub-committee's activities must be received by the Treasurer;
- Maintain a working budget that has been approved by a General meeting and observe any limits that may be outlined in the sub-committee rules.

A sub-committee does not have authority to commit funds, beyond meeting operational costs, for purchase of goods or services. Any requests for expending monies should be put to a General meeting for approval before any commitment is made. The accounts for all sub-committees must be included with the financial records submitted for audit annually. A separate report should be provided by the auditor for each set of accounts operated by the P&C Association.

### Frequently Asked Questions

- **Do members of a sub-committee have to be elected at a meeting?**

Yes. All members of P&C sub-committees must be financial P&C members. The General meeting determines the composition of the sub-committee and should refer to any Rules that may already exist for a sub-committee eg. Canteen Rules.

- **What positions can be signatories on sub-committee accounts?**

A subcommittee may operate a separate bank account, however, each account must be operated by two or more officers of the P&C delegated in that behalf by the P&C. These positions are President, Secretary, Treasurer or Vice Presidents of the P&C Association.



➤ **Does the sub-committee submit separate financial reports to the meetings?**

The accounts for each sub-committee are the responsibility of the P&C Treasurer. The meeting may choose to engage a bookkeeper to manage the day-to-day accounts on behalf of the Treasurer, particularly in the case of a small business eg canteen or Uniform shop. It is the responsibility of the Treasurer to review the accounts and submit a report for the relevant financial period for all accounts including those of sub-committees.

➤ **Does a sub-committee have their own AGM?**

No. Each sub-committee is responsible to the P&C and ALL elections for membership of sub-committees is done at the P&C AGM or General meeting. Sub-committees do not have a separate set of Office Bearers or signatories to those of the P&C.

**Relevant Links**

Prescribed Constitution, clauses 13, 16 – Prescribed Constitution  
Standard Constitution, clause 12, 15 – Standard Constitution  
P&C Federation Operational Guide for Treasurers – Guide for Treasurers