

FRIENDS OF HOLY CROSS



COMMISSION

Giving LIFE Support to the Community of Holy Cross College

Preamble

From the Mandate of the Catholic Education Commission of Western Australia 2009 – 2015; Promulgated by the Bishops of Western Australia

- “Good relationships are vital if Catholic schools are to achieve their aims. Both parents and the school need to work at building constructive relationships.”
- “Parents need also to support the efforts of schools to assist them with their responsibilities.”
- “Parents’ support is critical in the education process. Therefore, we urge parents to use the school processes and opportunities provided to facilitate their involvement.”
- “Catholic schools would not exist without the outstanding dedication and contribution of parents. We urge school staff to continue involving parents in the development of the school’s outcomes.”
- “We thank parents for all that they currently contribute to Catholic schools. We urge all concerned to support their schools as far as possible.”

1. Commission

In carrying out its duties, the Friends of Holy Cross is bound by the directions of the Principal and the policies and procedures of Holy Cross College, the College Board and the Catholic Education Commission of Western Australia (CECWA).

The purpose of this Commission is to provide guidelines and procedures for the operation of the Friends of Holy Cross as a body of persons able to carry out activities that are specified in the terms of reference. In addition, the Commission outlines the structure, roles and management of the governing Council.

If the Council ceases to function in accordance with this Commission the Principal may dismiss the Council and acquire all assets and chattels.

2. Rationale

Within the framework of a collaborative structure the Friends of Holy Cross is able to take advantage of the wide range of experience, talent, goodwill and energy in the College community to develop a greater awareness of the College ethos and operation;

raise additional funds to augment College programs; build a spirit of community; and provide support for College activities.

The Friends of Holy Cross is distinct from the College Board, which has responsibility for the College's financial management and capital development.

In exercising its function, the Friends of Holy Cross members shall respect the responsibility that belongs to the Principal and staff of the College to make decisions on matters pertaining to curriculum, discipline and the teaching and learning programme. The Friends of Holy Cross is not a forum or vehicle to raise issues pertaining to the operation of the College or discuss issues relating to students, staff or the teaching and learning process.

3. Structure of the governing Council

The Friends of Holy Cross Council has three levels of operation – 'The Executive Council', 'The Council' and a set of 'Sub-councils'.

Level One - The Executive Council

The Friends of Holy Cross Executive Council is an elected body consisting of:

- President
- Vice President
- Secretary
- Treasurer
- Principal or delegate (ex-officio)

The duties of each member of the Executive Council are listed in Schedule 1.

Level Two – The Council

The Friends of Holy Cross Council is comprised of The Executive Council and all members of the Holy Cross College community willing and interested in participating and supporting the aims of the Council.

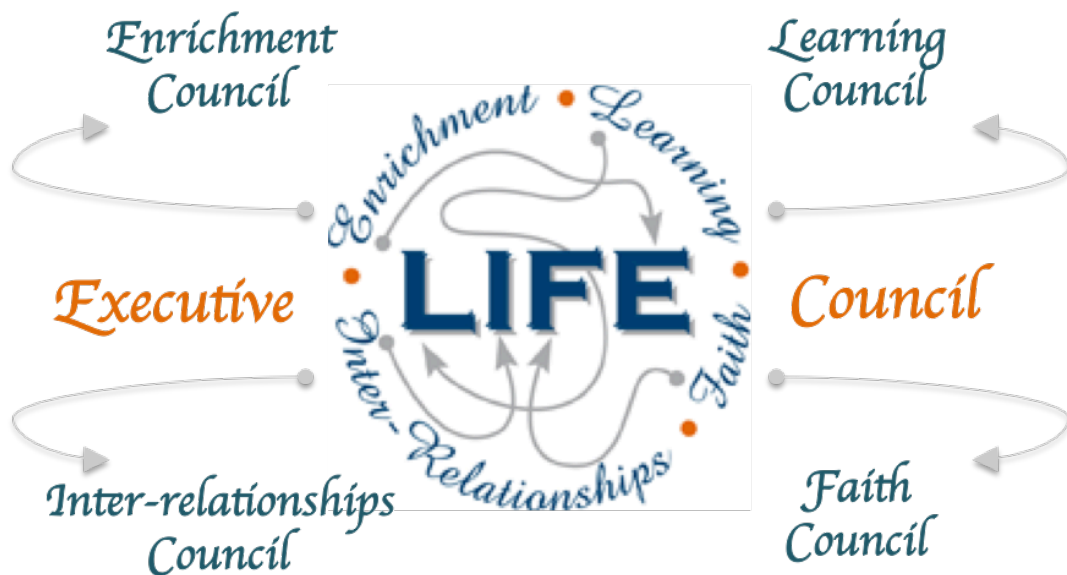
Level Three – Sub-councils

There are four permanent sub-councils:

1. Learning Council
2. Inter-relationships Council – Holy Cross Care
3. Faith Council
4. Enrichment Council

Special purpose groups may be formed by agreement of the Council as required. For example, Holy Cross Care, which would provide support for families in need, or suffering from loss or bereavement.

The role of each sub-council is to provide an avenue for members to express views in relation to the work of the sub-councils and provide active support to the activities of the sub-council.



5. Terms of Reference

The Executive Council

- a) To ensure the proper running of the Council.
- b) To assume responsibility for the planning, management and organisation of Council activities and events.
- c) To assume responsibility for all financial and administrative matters relating to Council activities and events.
- d) To hold regular general meetings to which all members of the College community are to be invited.
- e) To conduct meetings in a fitting and proper manner.
- f) To encourage wide participation from members of the College community.
- g) To support the proper running of the sub-councils.
- h) To work closely with the College Principal and Senior Leadership Team to advance the aims of the College.
- i) To recruit new members to the Council.

The Council

- a) To elect the Executive Council.
- b) To recruit new members to the Council.
- c) To work closely with the school Principal and Senior Leadership Team to advance the aims of the College.
- d) To encourage active participation of parents through personal involvement in the College programs.
- e) To support the College with functions involving the spiritual, social, sporting, cultural and educational life of the College.
- f) To oversee the operation and work of the sub-councils.

The Sub-councils

Learning Council

- a) To elect a coordinator of the sub-council.
- b) To recruit new members to the sub-council.
- c) To provide opportunities for parent learning by providing educational opportunities by way of seminars, forums, guest speakers and short courses.
- d) To encourage and support new members of the community to participate in College activities.
- e) In conducting educational activities the Learning Council does not aim to raise funds.
- f) To report the activity of the sub-council at Council meetings.

Inter-relationships Council

- a) To elect a coordinator of the sub-council.
- b) To recruit new members to the sub-council.
- c) To provide opportunities to foster positive inter-relationships by the organisation of a variety of social events.
- d) To offer support for families in need or suffering from loss or bereavement.
- e) To encourage and support new members of the community to participate in College activities.
- f) In conducting activities the Inter-relationship Council does not aim to raise funds.
- g) To report the activity of the sub-council at Council meetings.

Faith Council

- a) To elect a coordinator of the sub-council.
- b) To recruit new members to the sub-council.
- c) To initiate and conduct opportunities for catechesis¹ among parents.
- d) To foster and promote the College ethos among the Holy Cross College community.
- e) In conducting activities the Faith Council does not aim to raise funds.
- f) To report the activity of the Faith at Council meetings.

Enrichment Council

- a) To elect a coordinator of the sub-council.
- b) To recruit new members to the sub-council.
- c) To liaise with the Inter-relationships Council on possible collaborative action.
- d) To investigate and organise a variety of fundraising functions.

¹ "Catechesis is nothing other than the process of transmitting the Gospel, as the Christian community has received it, understands it, celebrates it, lives it and communicates it in many ways." (General Directory for Catechesis #105)

- e) To assist in the provision of resources that would not normally be able to be met within the constraints of the College budget.
- f) To coordinate arrangements for specific functions on the College calendar involving parents.
- g) To assist with provision of support services at certain College events. (eg. sports carnivals and catering).
- h) To liaise with the relevant Assistant Deputy and Head of Junior School concerning school events.
- i) To report the activity of the sub-council at Council meetings.

5. Membership

Council:

All members of the College community are able to participate on the Council. The Council has open-ended membership, but as a minimum would be comprised of the Executive Council and 1 person from each sub-council, plus the Principal and/or Vice Principal of the College.

Sub-Councils:

Each of the sub-councils has open-ended membership. All members of the College community are able to participate in any sub-council. The Principal and Vice-Principal are ex-officio members of each sub-Council. Each sub-council should aim to have a core membership of at least three people:

6. Meetings

Council:

The Council will meet once per term and may meet further if required. The Principal will consult with the Council when determining the date, time and venue of meetings and, where possible, these dates will be published in the College calendar.

The scheduled meeting will only proceed if a quorum of members is present. A quorum is six (6) Council members, at least one of whom must be a member of the Executive Council, and one of whom must be the Principal or Vice Principal of the College.

The scheduled meeting may only proceed if an agenda is circulated to members no later than five days prior to the scheduled meeting date.

The President of the Council can call an extraordinary meeting, as required, giving sufficient notice in order that a quorum is present at such special meetings.

Sub-councils:

Each sub-council, once formed, will make its own arrangements concerning the frequency, date, time and venue of meetings.

7. Decision-making powers.

Council:

Decisions are to be reached through consensus. However, should no consensus be achieved, the decision will be made by the majority vote of members. In the case of a tied decision, the President shall have the casting vote.

Sub-councils:

Each sub-council has the power to make decisions with respect to those functions outlined in the Terms of Reference for the particular sub-council.

The full Council must endorse decisions involving expenditure of more than \$200, before the decision is confirmed. Decisions are to be arrived at by consensus.

8. Elections

All members of the Holy Cross College community are eligible for membership to the Friends of Holy Cross Council; no election is required. However, elections are required for positions on the Executive Council and coordinators of the Sub-councils.

Executive Council:

Elections of Executive Council members are to be conducted at the Annual General Meeting (AGM) of the Friends of Holy Cross College, which is held each year to coincide with the AGM of the College Board. The date is published in the College calendar and advertised in the school newsletter.

Nominations for positions on the Executive Council shall be called four weeks before and close one week prior to the AGM. Where insufficient nominations are received, nominations may be received from the floor at the AGM. Nominations may be by self-nomination or from another member of the College community.

Ex-officio members will not assume any office on the Council.

If more than one nomination is received, a closed vote is to be conducted by a person who is not a nominee for the particular position.

Each Executive Council member will hold the position for one year, from the period 1 December to 30 November.

Should an Executive Council member relinquish their position during the year, the Council shall co-opt a new person to the position for the remaining term of office of the Executive Council.

Following the AGM, and prior to the end of the school year, the newly elected Executive Council will convene a meeting of the new Council to:

- i. facilitate a handover of business from the exiting Council to the incoming Council.
- ii. fill any vacant positions on the new Council or sub-councils.

- iii. undertake preliminary planning of activities and events for the coming year.
- iv. induct the new Council in preparation for the commencement of the new school year.

Sub-Councils:

Each sub-council is to seek nominations from within the sub-council for the position of Coordinator. Nominations may be by self-nomination or from another member.

Where more than two nominations are received, a closed vote is to be conducted by a person who is not a nominee for the Council positions.

9. Board Representative

The Western Australian Catholic School Board Constitution makes provision for the parents and friends association related to the school to nominate one person to fill a place on the School Board. Although nominated by the Council, the Council member on the College Board does not represent the Council, but is called upon to act as an individual on all voting matters in accordance with the Western Australian Catholic School Board Constitution and to respect the total confidentiality of Board meetings and other matters pertaining to the Board.

The Friends of Holy Cross nominee to the College Board will be determined at the first meeting of the Council. In the event the Council cannot reach agreement the President will decide the nominee.

The Council President will advise the Board Chair and College Principal prior to the nominee attending their first Board meeting.

The appointment of the Friends of Holy Cross Council nominee to the College Board expires on the day of the AGM each year.

At each meeting of the College Board the Friends of Holy Cross Council nominee will be required to report on the activities of the Council to the Board.

At each Council meeting, where appropriate, the Friends of Holy Cross Council nominee to the College Board will report on aspects of the activities of the College Board.

10. Finances.

The Treasurer will manage a bank account in the name of 'Friends of Holy Cross'.

The income and expenditure of the Council (and its related sub-councils) will be reported at each meeting of the Council.

The Council must authorise expenditure greater than \$200. Expenditure of smaller amounts can be authorised by each sub-council, with the consensus of members.

Withdrawal of monies from the account requires the authorisation of two Executive Council members, The President, Treasurer or Secretary will be signatories to the account.

The Treasurer shall receipt all monies received and deposit such into the Friends of Holy Cross Council account.

The Principal will report to the Council, from time to time, those items on which expenditure from Council funds has been made.

A minimum reserve will be maintained in the account in order to finance the activities of the incoming Council and its sub-councils. The amount set is \$1000.

Unspent funds accumulated during the year, other than the minimum reserve, will be dispersed to the College at the final meeting of the Council in November.

The accounts of the Friends of Holy Cross Council will be audited annually, as at 31st December, and completed prior to the February meeting. The Auditor must be independent of the Friends of Holy Cross Council.

Should the Friends of Holy Cross Council be wound up, all funds remaining after the satisfaction of debts and liabilities shall be paid to the College.

11. Agenda and Minutes.

The Secretary will prepare meeting agenda and keep a record of all meetings of the Council.

The meeting agenda will be circulated through the College Public Relations Officer.

12. Indemnity.

The College insurers, Catholic Church Insurances Limited, advise that the College's Public Liability insurance "provides cover for members of unincorporated bodies such as Parents' and Friends' Associations provided that the group is formed with the knowledge and consent of the insured and operates under the insured's control". That is, the activities of the Friends of Holy Cross Council that are conducted with the approval of the Principal are covered within the scope of the College's Public Liability insurance.

13. Amendments to the Commission.

The Principal must endorse any amendments to the Commission.

SCHEDULE 1

Duties and Responsibilities of Executive Council members

President

- Presides at all Council meetings.
- Co-ordinates the duties of the Council members.
- Prepares meeting agenda in co-ordination with the Secretary.
- Together with the members of the Executive Council, sets the priorities and activities of the Council for the year.
- Prepares information in co-ordination with other Council members for distribution through the College Public Relations Officer.
- Prepares and presents the Presidents' Annual Report for the Annual General Meeting (AGM) of the Council, and other presentations as required.
- When invited by the College attends and represents the Council at formal celebrations.
- Ensures that all administrative and accounting procedures are properly maintained.
- Ensures that all meetings are convened in accordance with this Commission.

Vice President

- Deputises for the President during absence.
- Assists the President as required.

Secretary

- Assumes responsibility for all correspondence, in and out, and the dissemination of appropriate information to Council members.
- Records the minutes of Council meeting.
- Distributes the minutes of Council meetings to all community members within 14 days of Council meetings.
- Upon request, makes the minutes of Council meetings available to members either by hardcopy or electronically.
- Prepares meeting agenda in co-ordination with the President and ensures a copy is forwarded to each Executive Council member, coordinators of Sub-councils and publishes the agenda through the College Public Relations Officer at least one week prior to the next meeting.

Treasurer

- Assumes fiduciary responsibility for the management of Council funds and assets.
- Ensures appropriate prudential controls are observed and maintained.
- Manages the Council's bank account in the name of "Friends of Holy Cross".
- Pays outstanding accounts of the Council.
- Ensures appropriate authorisation and signatories for the withdrawal of Council funds. That is, the President, Treasurer and Secretary.
- Prepares monthly financial statements for the Council including a statement of income and expenditure and an asset register.
- Reports on the financial status of the Council at each meeting of the Council.
- Receipts all monies received and deposit into Friends of Holy Cross bank account.
- Prepares and presents the Treasurers report for the Annual General Meeting (AGM) of the Council.

Principal or Delegate

- Provides support and advice to the Council, especially relating to College policies and ethos.
- Delivers a report on the activities of the College at each meeting of the Council.
- Retains ultimate authority for approval of Council activities and events.