

LIMURRU Neighbourhood Parent & Children's Centre

PARENT'S COMMITTEE - - CONSTITUTION

D R A F T 2

1 NAME: The name of the Committee shall be the
"Limurru Parent's Committee."

2 TERMS OF REFERENCE (Purpose)

The original purpose of the Parent's Committee was that parents should assist and advise staff in the running of the centre.

More specifically, the Committee shall:-

- 2.1 be accountable to all Limurru parents, to collect their ideas and complaints;
- 2.2 examine suggestions about activities; the buying of equipment; the general running of the Centre from parents. To forward recommendations about these areas to the weekly general parent's meeting, and to the staff. To act as an organizing and overseeing body for the carrying out of decisions approved by parents and staff;
- 2.3 act as an advisory body to staff on all policy decisions to do with the centre;
- 2.4 take major responsibility for welcoming new parents, and for devising ways in which to include and involve new parents in the activities and decision making of the centre;
- 2.5 be responsible for a 'Committee fund' including the organization of fund raising efforts, and making recommendations on how funds should be spent;
- 2.6 take overall responsibility for the co-ordination of a (regular) Limurru Newsletter, and other forms of publicity for the centre;
- 2.7 nominate a Committee member(s) to participate with staff in the selection of all new staff members;*
- 2.8 nominate a Committee member to attend staff meetings.*

- * The Committee member(s) on staff selection and staff meetings shall participate as a representative of all Limurru parents.

3 MEMBERSHIP:

- 3.1 shall consist of no less than four (4) and no more than six (6) members - not including the staff resource person. Any person from the Fitzroy local community who has a child(ren) is eligible to stand for a position on the Committee.
- 3.2 Committee members hold a term of office of six (6) months after which they are eligible to restand (but may not hold a position for more than two (2) consecutive terms).
- 3.3 One (1) staff member will be appointed to the Committee as a resource person, (see APPENDIX I). The appointment of the staff person shall be made in conjunction with parents at a General Parent's Meeting.

4 ELECTIONS:

- 4.1 Elections shall be held at a General Parent's Meeting in the first week of April and October. Quorum shall be ten (10) parents; two (2) staff.
- 4.2 Any person who nominates for a position on the Committee will be elected by a consensus decision making process, (i.e., all people present at the meeting must approve the election of each nominee).
- 4.3 If the number of nominations exceeds six (6), (i.e., the maximum number of Committee members), then priority shall be given to new members, (notwithstanding point 4.4).
- 4.4 Each new Committee shall consist of at least one (1) member (parent or staff) from the previous Committee in order to pass on the 'traditions' of the Committee.

- 4.5 Resignations from the Committee before the full term of office has expired must be made in writing to the Committee and referred to the next weekly General Parent's Meeting. The Committee has the discretion to hold another election to fill the position, or, if the total number of members is not less than four (4), to continue with existing members.
- 4.6 If a Committee member fails to attend three (3) consecutive meetings of the Committee without adequate reason or apology, then this position will become vacant and the procedures as for a resignation will apply, (see Point 4.5).

5 MEETINGS:

- 5.1 The Parent's Committee shall meet at least once every two (2) weeks on a day and time set by the Committee.
- 5.2 Quorum for the meeting shall be four (4) including the staff resource person.
- 5.3 Minutes of all Committee meetings shall be recorded in the Parent's Committee Minute Book, and be open to all parents and staff to read.

6 OFFICERS:

The Committee shall at its first meeting after the election, appoint from its members the following office bearers:-

1. Chairperson
2. Minute taker/Secretary
3. Committee Fund Treasurer (to work with Limurru Administrator).

Any of these positions could be rotated around the members.

7 CHANGES TO THE CONSTITUTION:

The Constitution, (and any changes to it), must be approved at a General Parent's Meeting.

STAFF RESOURCE PERSON TO PARENT'S COMMITTEE

ROLES & RESPONSIBILITIES

The role of the staff resource person is to assist the Committee in its operation in the following ways:-

1. Provide relevant information and advice on Limurru and the BSL policy, (rules and regulations), that affect its operation and/or plans.
2. Provide relevant information on Limurru, BSL, and community resources, (money, people, equipment, etc.), available to the Committee.
3. Provide input to the Committee on meeting procedures to enable parents to conduct their own meetings.
4. To contribute to the general running of the Committee, along with all Committee members, by providing ideas and suggestions, and by carrying out tasks that need to be done.