



"Educating young women in the Franciscan tradition"

Parents and Friends Support Network Guidelines 2019 - 2020

1. Purpose

To encourage and support parent, family, and community involvement with Mount Alvernia College (*the College*) and to affiliate with the Federation of Parents and Friends Associations of Catholic Schools, Queensland.

2. Coordinating Committee

The Mount Alvernia Parents and Friends Support Network (P&FSN) will be supported by a volunteer coordinating committee, consisting of the College Principal, Chairperson, Vice Chairperson, Treasurer, and Secretary.

3. Alumnae

The College Alumnae Chairperson is a member of the P&FSN coordinating committee. The Alumnae group will operate independently from the P&FSN.

4. Members

Current parents, carers, staff, and past students of the College are automatically members of the P&FSN. No register of members will be maintained.

5. Terms of Office

- (a) Elections for Chairperson, Vice Chairperson, Secretary, and Treasurer will be held every alternate year, or as required - the Chairperson and Secretary election to be held the first year, the Vice Chairperson and Treasurer in the alternate year.
- (b) Office bearer tenure is for a period of two years.
- (c) Office bearers may be re-elected for further terms.
- (d) There is no maximum tenure term.
- (e) Where vacancies exist, a call for nominations will be made in the college newsletter and website.

The coordinating committee shall decide the replacement.

6. Meetings

- (a) Meetings will be held during the school term with a maximum of eight (8) meetings per year.
- (b) An agenda for each meeting will be prepared and published on the college website.
- (c) Members may participate in all aspects of the meeting.
- (d) At a general meeting four (4) members, including at least half of the coordinating committee (or their delegate), shall constitute a quorum.
- (e) The Secretary will record minutes of the meeting and the minutes will be published on the college website.

7. Annual General Meeting (AGM)

- (a) An AGM will be held annually, in March.
- (b) At an AGM eight (8) members, including at least half of the coordinating committee, shall constitute a quorum.
- (c) A yearly report will be presented at the AGM by the Chairperson.
- (d) A yearly report will be presented at the AGM by the Treasurer.
- (e) A yearly report will be presented at the AGM by the College Principal.
- (f) A yearly report will be presented at the AGM by the Alumnae.
- (g) Election of the respective office bearers of that respective year will occur.
- (h) At the AGM, appointment of the subcommittee (the Alumnae) will occur.

8. Financial Resources

- (a) The coordinating committee is responsible for the distribution of the Parent Network Levy.
- (b) A Treasurer will be appointed to oversee this process in consultation with the college Business Manager.
- (c) The P&FSN levy will be collected and banked by the college Business Manager.
- (d) The annual levy will be paid to the Federation of Parents and Friends of Catholic Schools in Queensland.
- (e) A P&FSN Archdiocesan Development Fund Account will be established for accounting purposes.
- (f) Decisions for financial allocations will be made at general meetings.

- (g) Accounts for payment shall be presented and passed at a general meeting or agreed by Executive Committee using other means (eg email).
- (h) Invoices must be approved by the Treasurer and payments made by the College through the Business Manager.
- (i) Financial reports will be presented by the Treasurer at each general meeting.
- (k) The P&FSN accounts will be audited in accordance with the college audit process.
- (l) The Treasurer will hand to the successor in office all records and accounts of the P&FSN as soon as the successor has been appointed.

9. Governance

- (a) The coordinating committee will interpret and apply this document with regard to any matter concerning the activities of the P&FSN.
- (b) It will also take whatever action is necessary to ensure good governance and management of the P&FSN.

10. Alterations of the Guidelines

- (a) These guidelines may be amended at a meeting of the coordinating committee.
- (b) Notice of any proposed amendment shall be published on the college website.
- (c) The proposal will be added to the agenda of the next general meeting and dealt with at that meeting.

11. Dissolution

The P&FSN shall be dissolved if:

- (a) The membership is fewer than nine (9) persons; or
- (b) If a resolution to that effect is carried by a vote of three-fourths the majority of members present at a general meeting convened to consider the question.

In such an event, the property and other assets of the P&FSN remaining after the payment of all expenses and other liabilities shall be handed over to the College Principal for use in the interests of the College.

We certify that this is a true copy of the Guidelines of:

Mount Alvernia Parents and Friends Support Network

Chairperson: Matthew Nolan Secretary: Karen Downes

Endorsement Date: AGM 19 March 2019