

Prince of Peace Parents and Friends Association Supporters Groups Guidelines

These guidelines are current from October 2011 and are compliant with the Prince of Peace Lutheran College Parents & Friends Association ("POP P&F") Constitution 2009. These guidelines may be amended from time to time by resolution of the POP P&F Executive Committee.

Formation of Supporters Groups

- A group wishing to form a Supporters Group, under the auspices of the POP P&F, must prepare a proposal that includes as a minimum:
 - at least, the aim or purpose of the group, and
 - nominate an inaugural Supporters Group (SG) Coordinator and two additional members.
- The SG Coordinator, with or without other formation members, must attend a POP P&F meeting to present the proposal for discussion. The Supporters Group cannot be formed as part of the POP P&F until it is formally accepted by resolution of the POP P&F Executive Committee
- In the case of a Supporters Group formed under these guidelines resolving to cease operation then;
 - the SG Coordinator must notify the POP P&F President in writing
 - any money or property owned by the Supporters Group will become property of the POP P&F

Functions of Supporters Groups

- Supporters Groups must convene at least four meetings per year, i.e. at least once per term. Minutes must be recorded and maintained by each Supporters Group and made available to the POP P&F on request
- Each Supporters Group must submit a report at each POP P&F meeting. Preferably the report is a copy of the minutes of the Supporters Group's most recent past meeting. The report shall provide an update on activities since the last report and those activities planned by the Supporters Group at the time of the meeting. The

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report may be submitted in person at the P&F meeting or submitted to the P&F President (or their nominated delegate) via email or similar one week before the scheduled meeting.

- The Supporters Group must ensure that a SG Delegate attends at least one P&F meeting during the year.
- Supporters Groups must advise the POP P&F President or another Executive Committee member, either at a POP P&F meeting or via email, of any planned events. This advice must be given in advance of the event occurring.
- All Supporters Groups shall have a sub account under the POP P&F account that is managed by the Prince of Peace Lutheran College.
- Supporters Groups must seek, and receive, written approval (via email) from the POP P&F President, or in their absence, the Treasurer, for any expenditure.
- Once expenditure permission is granted Supporters Groups must submit all receipts and invoices to the Prince of Peace Lutheran College Finance Officer who will arrange for the POP P&F Treasurer to process reimbursement or payment. All receipts/invoices must be original and accompanied by a completed POP P&F Request for Funds form (copy attached).