

Deakin Preschool Parents sub Committee Role & Responsibilities

The Deakin Preschool Parents sub Committee or DPPC is a group which supports the Deakin Preschool and the Deakin Preschool community. The DPPC is made up of members who are the parents and guardians of pupils at Deakin Preschool. The DPPC is a sub-committee of the Forrest Primary Parents' and Community Association or Forrest P&C.

The purpose of the DPPC:

- Create an environment where families are encouraged to be part of the preschool and school community
- Ease families into school life and to assist with the transition from family life to an educational setting
- Organise social activities for the preschool families
- Organise volunteering activities to benefit the preschool
- Create a forum to engage in conversation about the preschool experience
- Support preschool staff
- Raise additional funds for the preschool through fundraising activities

The DPPC is a sub-committee of the Forrest P&C:

- The DPPC is a sub-committee of the Forrest Primary School Parents and Community Association (Forrest P&C)
- The Forrest P&C is the primary parent and community group with care over both Forrest Primary School and Deakin Preschool
- The DPPC and all members of the DPPC, including all parents and guardians of pupils at Deakin Preschool, are also members of the Forrest P&C.
- The Forrest P&C provides for the DPPC to run as a fundraising and social committee to support Deakin Preschool and Deakin Preschool Families.

Obligations of the Forrest P&C Association:

- The Forrest P&C provides public liability insurance for the DPPC. The Forrest P&C will provide a copy of the Certificate of Currency for public liability to the DPPC to allow the DPPC to engage in fundraising activities and run preschool community events.
- The Forrest P&C maintains the tax and regulatory requirements for the DPPC.
- The Forrest P&C Finance and Admin committee should review an indicative DPPC annual budget for the following year at the last F&A meeting of the year. The Forrest P&C will allow the DPPC to operate without immediate reference to the P&C as long as expenses do not exceed the funds in the DPPC bank account.
- The Forrest P&C is the owner of the DPPC bank account and allows for the DPPC to have full access to the DPPC bank account by approving 3 bank signatories from the DPPC members each year. The funds in the DPPC bank account are for the sole use by the DPPC to spend on the Deakin Preschool and Deakin Preschool Family Events. The bank account will be configured to have a mandatory of 2 signatures/digital signatures for any bank cheque or bank transfer.
- The Forrest P&C book keeper will have access as needed to all DPPC bank accounts.
- The Forrest P&C will recognise Deakin Preschool as part of Forrest Primary School.

Obligations of the DPPC:

- The DPPC consists of elected members and general committee members. All parents and

guardians of current pupils of Deakin Preschool can nominate for one of the three elected executive member roles of Chairperson, Sub-committee Secretary and Sub-committee Financial Officer. All parents and guardians of current pupils at Deakin Preschool are considered general committee members.

- At the beginning of each year the previous year's DPPC will hold the first DPPC sub-committee meeting and invite all parents and guardians of the current year's pupils of Deakin Preschool. This meeting should be held within the first 5 weeks of term 1. The previous year's DPPC will make every effort to fill the 3 elected executive roles of Chairperson, Sub-committee Secretary and Sub-committee Financial Officer. If more than one eligible person nominates for a particular role, then a vote is held by the members present at the meeting.
- Additional executive roles can be filled if considered beneficial such as Vice Chairperson, Sub Committee Fundraising Officer, Sub Committee Events Coordinator and Forrest P&C Liason.
- At the beginning of each year the DPPC will provide 3 bank signatories from DPPC members. The 3 bank signatories must complete the necessary bank forms as required to access the DPPC bank account. (It is strongly advised that the Sub Committee Finance officer be 1 of the 3 bank signatories)
- The DPPC should hold a minimum of 4 sub committee meetings per year
- The DPPC will provide an indicative annual budget for the following year at the last Finance and Admin Committee meeting of the year.
- The DPPC will maintain the bank account balance such that expenditure never exceeds the total funds of the account.
- The DPPC will maintain a ledger of all income and expenditure (with the required receipts). The ledger and a copy of all receipts are to be provided to the Honorary Treasurer of the Association on request and at the end of January each year for the preceding year ending 31 December.
- The DPPC will provide to the Forrest P&C the contact information for the DPPC chairperson, sub committee secretary and sub committee finance officer and will notify the Forrest P&C of any changes.
- The DPPC will keep accurate minutes of all sub committee meetings including all decisions for expenditure and provide copies of the minutes to the Forrest P&C
- The DPPC is a member of the Canberra Preschool Society.

Roles and membership of the DPPC:

Membership of the DPPC is open to all parents and guardians of current pupils at Deakin Preschool.

Chairperson

- responsible for chairing all sub-committee meetings; or in their absence another DPPC member can take the seat
- exercise both a deliberative and also, in the event of equality of votes, a casting vote
- overall responsibility of DPPC obligations including those to the DPPC, Deakin Preschool, Forrest PS, Forrest P&C
- make every effort to fill the roles of the DPPC in the following year and provide a complete handover to the new sub committee

Sub committee Secretary

- shall ensure all correspondence is dealt with in a timely manner
- communicate necessary details of upcoming sub committee meetings to the DPPC community including agenda, date&time and location

- minute all sub committee meetings and ensure minutes are accessible for the DPPC community and Forrest P&C
- ensure appropriate custody and storage of all non-financial books and documents

Sub committee Finance Officer

- ensure all moneys belonging to the DPPC are received, receipted and deposited into the DPPC bank account
- ensure all expenditures have been authorised as per the decisions made in DPPC sub committee meetings
- provide an indicative annual budget for the following year for the last Finance and Admin Committee meeting of the year.
- maintain a ledger of all income and expenditure (with the required receipts) and provide the ledger and a copy of the receipts to the Treasurer of the Forrest P&C on request and at the end of January each year for the preceding year ending 31 December.
- maintain the bank account balance such that expenditure never exceeds the total funds of the account.
- ensure appropriate custody and storage of all financial books and documents

Other positions

- Sub committee Vice Chairperson - provide support for the chairperson and fill the chair if the chairperson is absent
- Sub committee Fundraising Officer - plan and run fundraising events
- Sub committee Events Coordinator - plan and run social events
- Forrest P&C Liason - Attend Forrest P&C meetings and provide DPPC updates
- General Committee Member - Attend DPPC sub committee meetings and provide support to the committee

