

Executive Committee Charter

Association of Parents & Friends

JULY 2025



ST ANDREW'S
CATHEDRAL SCHOOL

Executive Committee Charter

Association of Parents & Friends

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1. Introduction

This Executive Committee Charter sets out the principles for the operation of the Executive Committee of the Association of Parents and Friends of St Andrew's Cathedral School (the Association) and describes the functions of the Executive Committee

2. Role of Executive Committee

The Executive Committee is accountable to stakeholders for the performance of the Association. Stakeholders include Association members, the Council of St Andrew's Cathedral School, the Head of School, parents, students and staff. The Executive Committee must at all times act honestly, conscientiously and fairly and must act in the best interests of the School and to further the objects of the Association.

The Association is governed by its Constitution. The Executive Committee's role is to manage all the affairs of the Association in accordance with its objects. This Executive Committee Charter has been adopted on the basis that good corporate governance adds to the performance of the Association and engenders confidence in the Association from its stakeholders.

3. Composition of the Executive Committee

As set out in the Constitution, the Executive Committee shall comprise:

3.1 Elected members –

- a) President
- b) Vice President
- c) Honorary Secretary
- d) Honorary Treasurer
- e) Other Committee Members (three)


3.2 Ex-officio members –

- a) Immediate preceding past Honorary Secretary (for a period of six weeks after ceasing to hold that office)
- b) Immediate preceding past President
- c) Head of School or their nominee
- d) Chair of School Council or their nominee

4. Executive Committee Code of Conduct

All Executive Committee members are expected to maintain a standard of behaviour consistent with the Vision, Mission and Values of the School. Each Executive Committee member must:

- a) act honestly, in good faith and in the best interests of the School and the Association in the furtherance of its objects;

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- b) use care, skill and diligence in fulfilling their duties;
 - c) conduct activities in accordance with the Constitution of the Association of the P&F;
 - d) participate in P&F Association meetings and other community activities in a constructive manner and respect the views of others;
 - e) support the majority decisions of the Executive Committee or Association once a matter has been formally decided;
 - f) be supportive and positive in their external comments about the Association and School;
 - g) at all times treat fellow Executive Committee members, staff and members of the School community in a professional and courteous manner with due respect;
 - h) not misuse their position as a member of the Executive Committee or make improper use of information acquired in the performance of their duties;
 - i) not allow personal interests or those of relatives or associates to conflict with the interests of the Association or School and disclose actual, potential or perceived conflicts of interest when they arise;
 - j) disclose any actual, potential or perceived conflicts of interest on a matter before an Association or Executive Committee meeting to the members of the meeting;
 - k) not communicate with the Head of School in relation to Association business without first clearing the matter with the President of the Executive Committee;
 - l) not communicate with School staff in relation to Association business without first discussing the matter with the Director of Community Engagement.

5. Roles of Office Bearers

a) President:

It shall be the duty of the President to preside at General Meetings and Executive Meetings and to perform such other duties as ordinarily pertain to the office. On the resignation of or a vacancy arising in the office of the President, a Special General Meeting of the Association shall be held within two calendar months to fill the vacancy, unless such resignation or other vacancy occurs after 15 October, in which case the Vice President shall deputise until the next Annual General Meeting.

b) Head of School:

The Head of School shall advise the Executive Committee and the Association of all Council and School matters which ordinarily fall within the scope of the Association and its objects.

c) Vice President:

It shall be the duty of the Vice President to support the President and in their absence, to perform such duties as ordinarily pertain to the office of President.

d) Honorary Secretary:

It shall be the duty of the Honorary Secretary to keep or cause to be kept the records of membership, organise and issue notices of General Meetings and Executive Meetings, record the attendance at General Meetings and Executive Meetings, record and preserve the Minutes of General Meetings and Executive Meetings and to perform all other duties as ordinarily pertain to the office.

e) Honorary Treasurer:

It shall be the duty of the Honorary Treasurer to keep or cause to be kept an account of all funds, to present financial statements of the same to General Meetings and Executive Meetings, to maintain the Association's status as a tax-exempt charity and to ensure timely compliance with taxation and other regulatory requirements. The Honorary Treasurer shall deposit promptly all funds of the Association into an account designated by the Association and shall perform all other duties as ordinarily pertain to the office.

f) Other Committee Members:

Other Committee Members of the Executive Committee shall participate in its meetings and, excepting the Head of School, shall carry out the duties resolved by the Executive Committee. They are expected to support the decisions of the Executive Committee and to drive P&F activities by managing events, volunteers and/or parent engagement. They may also be asked to preside at General Meetings or Executive Meetings in the President's absence.

6. Conflicts of interest

A member of the Executive Committee must ensure their outside interests, or those of relatives or associates, do not conflict with their responsibilities to the Association or the School.

All conflicts of interest, whether actual, perceived or potential, must be brought to the attention of the President (or Vice-President if the conflict relates to the President) when they arise, and disclosed to the Committee members in a meeting.

The person with the conflict may be asked to refrain from participating in all formal or informal discussion, debate and/or voting in relation to the relevant conflict. Minutes of meetings should reflect how the conflict was raised, addressed and managed.

7. Privacy and confidentiality

The Executive Committee must ensure that members are advised of the reason for which personal information is collected and ensure that the information is only used for the purpose for which it was collected.

The Executive Committee must take all reasonable steps to ensure confidential data, documents and personal information of any individual is protected from misuse, loss and unauthorised access and/or disclosure.

Personal information about a member should not be disclosed without the consent of the member or there is a lawful authority for its disclosure.

All personal and sensitive information, when no longer required, must be disposed of securely or de-identified (subject to any legal record keeping obligations).

Any actual or suspected privacy breach should be immediately reported to the Director of Community Engagement.

Confidential information of the Association and the Executive Committee must not be used, disclosed, copied, published or removed by any member of the Association.

8. Meetings

The Executive Committee will meet regularly on such number of occasions each year as the Executive Committee deems appropriate.

A meeting of the Executive Committee will usually be convened by the Chair.

All members of Executive Committee are expected to diligently prepare for, attend and participate in all Executive Committee meetings. A quorum of Executive Committee members is five members. Meetings of the Executive Committee may be held or participated in by conference call or similar means, although in person Executive Committee meetings are preferred. Resolutions of the Executive Committee may be passed by circular resolution or in writing in accordance with the Constitution.

9. Meeting Agenda

An agenda will be prepared for each Executive Committee meeting. The agenda will be prepared by the Honorary Secretary and will be distributed, once approved by the President, at least seven days in advance of the meeting.

The following items will be standing items on the agenda unless otherwise determined by the President:

- a) Prayer and an Acknowledgement of Country
- b) approval of minutes of the previous Executive Committee meeting (Note: Executive Committee members are expected to review the minutes carefully and raise any concerns, requested amendments or seek clarification prior to the Executive Committee meeting at which the minutes are approved);
- c) items requiring Executive Committee approval;
- d) conflict of interest and related party declarations; and
- e) matters arising from minutes of previous Executive Committee meetings.

10. Preparing for meetings

Each Executive Committee member is expected to use their best endeavours to prepare for Executive Committee meetings, including by reading all papers included within the agenda.

It is expected that each member of Executive Committee will send to the President any question that member has arising from the agenda and papers distributed for the meeting at least two business days before the meeting by email.

The President may choose to respond to that question before the meeting or at the meeting.

Generally, questions and additional items of business will not be permitted to be raised at a meeting if they do not relate to the business of the meeting as stated in the agenda, unless notice has been given through the President prior to the meeting. The President has the discretion to allow the question or additional item or defer it to a committee or the next meeting of the Executive Committee.

11. Role of Director of Community Engagement

The Director of Community Engagement acts as the key liaison between the School and the Association. The responsibilities of the Director include to:

- a) **Serve as the** primary point of contact between School staff and the Association;
- b) Attend P&F Executive meetings and General Meetings, or appoint a delegate, typically the Community Engagement Manager;
- c) Act as delegate for Chair of Council and/or the Head of School in their ex-officio roles, unless the Chair of Council or the Head of School attends;
- d) Meet quarterly with P&F President and Head of School;
- e) Advise the Chair, the Executive Committee and its subcommittees on School matters of governance;
- f) Advise the Chair, the Executive Committee and its subcommittees on relevant School policies and procedures;
- g) Ensure adherence to Committee and Association constitution, policies and procedures, and where appropriate, raise any issues with the President; and
- h) Provide oversight to ensure fundraising activities comply with legal obligations, ethical standards, and established fundraising principles.

12.Role of Community Engagement Manager

The Community Engagement Manager supports the Director of Community Engagement. The responsibilities of the Manager include:

- a) Represent the Director of Community Engagement in their absence;
- b) Attend Executive Meetings and General Meetings where possible;
- c) Organise and facilitate the induction of Executive Committee members including lanyards, WWC checks and other Committee obligations;
- d) Liaise with Executive Members on Association operational matters relating to Association activities, including events;
- e) Support P&F communication via P&F newsletters and P&F emails to the parent body; and
- f) Support P&F in managing P&F Convenors.

13.Document Control

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