

# THORNLEIGH WEST PUBLIC SCHOOL PARENTS & CITIZENS ASSOCIATION

## TWPS Uniform Shop – TERMS OF REFERENCE

### 1. PURPOSE

The Uniform Shop sells uniforms and accessories for children attending Thornleigh West Public School. The Uniform shop is run by the Thornleigh West P&C as a service to the school. In conjunction with the Uniform Shop Manager, the P&C Vice President is responsible for overseeing the effective running of the Uniform Shop:

- The Uniform Manager should work with the Principal regarding setting retail prices for all uniforms and accessories as determined by the Uniform Shop Manager/
- These prices should be presented to the Treasury and to the Committee for final approval.
- The Uniform Manager should promote and advise on uniform guidelines and requirements to the whole school community
- The Uniform Shop Manager should determine volunteers needed and other paid casuals that are required to ensure that the Uniform Shop is able to meet the needs of the school community. Any casuals that need to be paid should be made in writing to Treasury and the VP
- The Uniform Manager should ensure that they can provide uniforms for those in financial need, maintaining confidentiality whilst working with the school on such matters
- Undertake any other necessary activities as given by the Principal or the P&C executive

### 2. Membership

TWPS Uniform Shop Manager

TWPS P&C Vice President/s

TWPS P&C President

TWPS P&C Treasurer

TWPS Principal

### 3. Roles and Responsibilities

#### TWPS Uniform Shop Manager

The Uniform Shop Manager is responsible to the TWPS P&C executive via the Vice President and to the School Principal and shall provide a written report at each of the General Meeting held by the P&C. Uniform Shop Volunteers and Casual Staff are responsible to the Uniform Shop Manager.

TWPS P&C Vice Presidents - To oversee the uniform shop operations being the point of contact for issues arising needing attention of the P&C. At the first General Meeting each year, one of the Vice Presidents is to be nominated as the first owner of the merchant facility (see section 4.6)

TWPS Treasurer - To oversee uniform shop finances to ensure positive cashflow and operations. At the first General Meeting each year, Treasurer is to be nominated as the second owner of the merchant facility (see section 4.6)

TWPS Principal - Has final authority and ownership of all uniform decisions and items that are to be stocked in the Uniform Shop.

#### **4. FINANCES**

**4.1 Ownership of Funds** - In accordance with the Association's constitution, any funds raised or handled by the sub-committee are legally funds of the Association

**4.2 Funds of Normal Operation** – The uniform shop shall operate as a service to the school committee and shall raise all funds necessary for its normal operations. The association may provide additional funds for special projects.

**4.3 Day to Day Expenditure** – The Uniform Shop Manager has delegated authority to purchase the following items required for the day-to-day operation of the Uniform Shop without reference to the Association:

- Wholesale uniform and accessory purchases
- Imonggo POS Subscription (monthly)
- 4G Internet connectivity
- Stationary and Printing requirements
- Packaging and Display Supplies

#### **4.4 Other Expenditure –**

Any expenditure beyond the amounts specified in 4.3, or on any purchase not consistent with the sub-committee's purpose, must have prior approval by a general meeting of the Association or, in the case of an emergency, by three members of the Executive Committee, subject to the Uniform Shop having raised adequate funds to cover the proposed purchase.

#### **4.5 Financial Management Guidelines –**

Funds are to be banked to the TWPS Uniform Shop account

#### **4.6 Merchant Owners**

The EFTPOS facility requires two nominated members of P&C executive to act as merchant owners. At the first general each year one of the elected Vice President and the Treasure are

to be nominated as the merchant owners and the accepted meeting minutes are to be submitted to CommBank to update these details. The merchant owners are responsible for organising any changes with our merchant agreements with consultation with the uniform shop manager.

## **5. REPORTING TO THE ASSOCIATION**

**5.1 Reporting to the Association** – The Uniform Shop Manager shall provide a report to each of the Associations General Meetings and an Annual Report to the Association's Annual General Meeting. The Treasurer will report on any financial status of the Uniform Shop within their report at each meeting.