

CHURCHLANDS SENIOR HIGH SCHOOL  
PARENTS AND CITIZENS ASSOCIATION INC  
("the Association")

**TERMS OF REFERENCE FOR THE  
MUSIC PARENTS' COMMITTEE**

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**1. NAME**

The name of the Committee is "**the Churchlands Senior High School Parents and Citizens Association Inc Music Parents Committee**" (herein called "**the Committee**")

**2. COMPOSITION**

2.1. The Committee will consist of as many members of the Association as are elected at the Annual General Meeting of the Association each year PROVIDED THAT:

2.1.1. the President of the Association, the Principal of Churchlands Senior High School and the head of the music department at Churchlands Senior High School will be ex officio members of the Committee;

2.1.2. at least one member of the Executive Committee of the Association in addition to the President must be elected a member of the Committee to represent the Committee at meetings of the Association's Executive Committee;

2.1.3. the Association's Executive Committee may from time to time appoint members of the Association to the Committee, whether to fill vacancies or as additional members;

2.2. The Committee, once elected by the Association, shall elect from amongst its members a Convenor, Secretary and Treasurer.



**5. DUTIES OF THE SECRETARY**

The Secretary of the Committee:

- 5.1. shall have custody of the documents of the Committee other than its financial records;
- 5.2. shall keep full and correct minutes of its meetings; and
- 5.3. shall make the Committee's records and minutes available to the Executive Committee of the Association on request.