Appendix 2

Rules for Enfield Public School P&C Uniform Subcommittee (Adopted 30/6/10)

1. These rules are made under the constitution of Enfield Public School Parents and Citizens' Association.

2. The Uniform subcommittee is formed for the benefit of providing the school with a uniform that best represents the needs of the community.

3. The financial year of the subcommittee shall close on 31st December of each year.

4. No person shall serve more than three consecutive years as the coordinator unless there are no other volunteers for the role and there are no objections from the members.

5. The subcommittee comprises the coordinator and all volunteers who assist by working with the Flexi Schools online system and in the shop.

6. A subcommittee member does not need to be a paid up member of the Enfield Public School P&C but if they choose not to join they have no voting rights at the P&C general meetings.

7. If members of the subcommittee determine a need for a new product they may present samples at the next general meeting for review and discussion before approval to purchase or introduce.

8. A report must be presented at each general meeting detailing how sales are progressing and any issues raised.

9. The President should be informed before any stock orders are placed.

10. A stocktake must be performed at least twice per year and the records adjusted to reflect the actual quantities on hand.

11. A report must be presented at the annual general meeting detailing the profit made for the year and the inventory balance on hand at year end.