



Friends of Frayne - Guidelines

Structure of the Committee – referred to as the Friends of Frayne Council

Further to Section 5 of the Terms of Reference – Membership.

The Friends of Frayne Council has two levels of operation – ‘The Executive Council’ and ‘The Council. ‘Sub-councils’ may be established as the need arises, for example for a social event.

Level One - The Executive Council

The Friends of Frayne Executive Council is an elected body consisting of:

- President
- Duncan Street Campus Coordinator
- Balmoral Street Campus Coordinator
- Secretary
- Treasurer
- Principal or delegate (ex-officio)
- Nominee to the College Advisory Council

Level Two – The Council

The Friends of Frayne Council is comprised of The Executive Council, the four Sub-School Coordinators, the Auxiliary Coordinators (one per campus), a Care Packages Coordinator, a Scholastics Book Club Coordinator, and all members of the Ursula Frayne Catholic College community willing and interested in participating and supporting the aims of the Council.

Each role in the Friends of Frayne Council is to have a clear and relevant role description providing a clear understanding of their function within the Council.

Frequency of Friends of Frayne Meetings – further to section 9 of the Terms of Reference – Meetings and proceedings of the FOF Council.

Regular general meetings (no more than two per term) will be held in addition to the Annual Community Meeting (ACM), to which all members of the College community are to be invited.

Fundraising Levy – further to section 11 of the Terms of Reference Financial Management.

All parents of students attending the school are members of the College community and are able to participate in the Council. All members shall pay a compulsory fundraising levy. The levy amount will be reviewed annually.

Those families receiving fee relief or with a health care card are exempt from the contribution.

Expenditure Approval – further to section 11 of the Terms of Reference
– Financial Management

The Council must authorise expenditure greater than \$200. Expenditure of smaller amounts can be authorised by special purpose sub-councils.

In the event that expenditure greater than \$200 requires authorization prior to the next Council meeting, it must be approved by at least 3 members of the executive council and minuted.