



# 黎明中华中文学校

CHUNG WAH ASSOCIATION CHINESE SCHOOL – LEEMING

## SCHOOL MANAGEMENT COMMITTEE TERMS OF REFERENCE

Revision	3
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Updated by	Suardi Sumiati
Updated clauses	3.c; 5.0; 3.a; 3.b.x; 3.b.xi (in Italic)

### 1. Name of the committee

Chung Wah Association Chinese School (Leeming) School Management Committee (CWACS Leeming SMC) or SMC.

### 2. Objectives of the SMC shall be to:

- a) Support the Mission, Philosophy and Objectives of the School by:
  - Encouraging all members of the parent community to actively support the School's mission,
  - Supporting the Principal of the school
- b) Support and enrich the School community through:
  - Encouraging parents to promote, organise and support cultural events.
  - Organizing social events to foster links within the community, including welcoming new parents and community members.
  - Promoting the image of the School by assisting with marketing and promotion activities.
- c) Raise funds for School activities/resources or for wider community activities endorsed by the School, through various events.
- d) In conjunction with the Principal, to liaise with the owners of the premises (if leased) on lease issues.
- e) Act as a parent representational body by:
  - Bringing general and specific school issues to the attention of the school through the appropriate channels.
  - Advising and guiding parents on the correct procedures for raising individual and classroom/educational issues with management.

### 3. Committee Members

- a) The SMC shall be governed by a committee elected by all the members of the association present at the AGM. The committee shall consist of seventeen members fulfilling the roles of:

1. Chairperson
2. Vice Chairperson
3. Treasurer
4. Assistant Treasurer
5. Secretary
6. Assistant Secretary
7. Cultural Officer
8. Assistant Cultural Officer
9. Social Officer
10. Assistant Social Officer
11. Library Officer
12. Assistant Library Officer
13. Canteen Officer
14. Assistant Canteen Officer
15. Enrolment Officer
16. Assistant Enrolment Officer
17. <i>Fundraising Officer</i>
18. <i>Assistant Fundraising Officer</i>
19. <i>Media Officer</i>
20. <i>Assistant Media Officer</i>
21. Principal (not an elected position. The Principal participates in the process of the SMC to provide insight from the educational and operational aspects of the school.)

b) Descriptions of Positions

- i. **Chairperson & Vice Chairperson** – Provide leadership to the SMC; liaise with the Chung Wah Association’s Executive Committee; represent the School in the Chung Wah Association Chinese School Council; ensure the School is provided with the necessary facilities; liaise with the internal and external parties on matters relating to the School, including lease agreement and the ongoing use of the School premises; works in consultation with SMC committee on the appointment of key School staff; that funds and assets are efficiently deployed and adequately safeguarded; represent the School in external community functions; work closely with the School Principal; chair the monthly SMC meetings and support/assist the School Principal in the smooth running of the School.
- ii. **Secretary & Assistant Secretary** – Offer secretarial support for the efficient functioning of the SMC; participate in the School Council and relevant functions; issue monthly agendas and notices of meetings, including the AGM; attend meetings; prepare and maintain

- minutes of the SMC meetings; record and process correspondence and provide other minor clerical duties as required.
- iii. **Treasurer & Assistant Treasurer** – Administer the payroll and taxation management support all SMC financial activities (eg, cultural festivals fundraising and the yearly enrolment intake, including petty cash and banking); maintain and prepare Budgets, Balance Sheets and Profit & Loss Statements and submit quarterly and annual financial reports to the Chung Wah Association.
  - iv. **Cultural Officer & Assistant Cultural Officer** – Promote and represent the CWACS Leeming on all cultural events and celebrations such as the Chinese New Year, Dragon Boat (Dumpling) Festival, Mid-Autumn Festival, Cultural Food Festival and end of year School Presentation Awards Ceremony.
  - v. **Social Officer & Assistant Social Officer** - Support the Cultural Officers in all cultural and fundraising events; organise or coordinate social activities; organise end of year school functions for all teaching and administrative staff, and members of the SMC; arrange catering for school functions as required.
  - vi. **Library Officer & Assistant Library Officer** - Maintains a duty roster of librarians to ensure the School's library is staffed during School opening hours; provide lending services of library items; maintain inventory and library catalogues; coordinate the despatch of all School textbooks during enrolment and at the start of each school term; monitor and promote second-hand books and textbooks sale as necessary; report library accounts to the Treasurer and assist with the overall management of the Library.
  - vii. **Enrolment Officer & Assistant Enrolment Officer** - Plan enrolment timetable and coordinate resources and roster for the yearly enrolment activities in consultation with the School Principal, Treasurer and Library Officer with the support of the SMC and parent volunteers; attend to ongoing enrolment activities during the school year.
  - viii. **Canteen Officer & Assistant Canteen Officer** - Run the canteen services, plan canteen roster; source healthy pre-packed products; oversee the sale of snacks and drinks and administer weekly canteen accounts directly with the Treasurer assisted by the SMC and parent volunteers.
  - ix. **Volunteers** – Parents, guardians, school alumni, and members of the community are welcomed as volunteers provide support to school activities such as Chinese New Year, Dragon Boat (Dumpling) Festival, Mid-Autumn Festival, enrolment exercise, library and canteen.
  - x. **Fundraising Officer & Assistant Fundraising Officer** – *Assist in finding local company sponsors for events (ad hoc), and assist setting up a system for continuous fundraising for subsequent years. To be confirmed.*
  - xi. **Media Officer & Assistant Media Officer** – *Take photos of the school events for the school website and social media and to distribute to the local newspapers; submit photos to smc.leeming@gmail.com (ad hoc) as well as maintaining the website as required.*

c) Term of Office

- i. The term of office shall be one year from the start of Term 2 of school. From the end of the AGM until the start of Term 2, the SMC-elect shall work with the retiring SMC in a transition period.
- ii. The person serving in the position of Chairperson, Secretary or Treasurer may do so for a maximum of two consecutive terms in any one of these positions. The person may serve in another position after the completion of two consecutive terms.

*All positions with the exception of the Chairperson and Vice Chairperson, can serve for more than two consecutive terms in one position.*

- d) The SMC may establish sub-committees or working groups in order to perform specific tasks within the objectives SMC. They shall be directly responsible to the SMC.

e) Meeting Arrangement

- i. The SMC shall meet on a monthly basis or twice per school term.
- ii. The Secretary shall issue a notice of meeting and invite for agenda items. Just prior to meeting, the Secretary shall publish the agenda and draft minutes of the last meeting. These minutes are confirmed by members who attended that meeting, , following any amendments, during the current meeting,
- iii. SMC committee shall be given the opportunity to submit topics for discussion, and the Chairperson and Secretary will agree each meeting's agenda based on these submissions. It may not be possible to address every topic raised at each meeting, so some topics may be carried forward.
- iv. There shall be time for some questions at each meeting.
- v. An Annual General Meeting (AGM) shall be convened each year in the seventh week of Term 1 to report on the financials and activities of the SMC, and elect the new SMC committee.
- vi. The first meeting of the academic year in Week 2 of Term 1 shall focus on calendar planning for the year, budget submissions and preparation for the Annual General Meeting.
- vii. The following are examples of topics may not be suitable for discussion at the SMC meetings as they are not within the forum's remit:
  - School policies and procedures relating to general curriculum issues
  - Curriculum details (these can be discussed at specific curriculum meetings)
  - Individual child's performance
  - Issues relating to individual staff

#### 4. Code of Ethics

All SMC members are expected to follow basic ethical principles. In particular:

- a) No SMC member may benefit financially from any activities of the Leeming School.

- b) SMC members are expected to consider the welfare of the school and are responsible to the institution as a whole, rather than to any constituency, which they may represent.
- c) SMC members are expected to respect the confidentiality of discussion in SMC meetings and of documents, which may be submitted to the SMC for informational purposes.
- d) SMC members are expected to guard against any conflict of interest. They are expected to inform the SMC should any conflict or potential conflict arise.
- e) SMC members are expected to support the School within the community.
- f) SMC members are expected to attend meetings whenever possible. If a committee member is absent for three consecutive meetings, the committee may, by using a two-thirds majority of those present, remove the member from the committee.
- g) SMC members must respect the authority of the Chairperson in his/her conduct of meetings.

## 5. Appointment of Committee Members

- a) This AGM shall also elect the new SMC members. The process is as follows:
  - i. The following positions shall be fulfilled by parents whose children have a current enrolment in CWACS Leeming: Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Cultural Officer, and Assistant Cultural Officer.  
  
*All positions, with the exception of the Chairperson and Vice-Chairperson do not need to be fulfilled by parents whose children have a current enrolment in CWACS Leeming. Nominees need to be a fully paid and registered Chung Wah member.*
  - ii. All positions other than those above may be fulfilled by volunteers with a CWA membership.
  - iii. The Principal of CWACS Leeming participates in the SMC and this position is not included in the election.
  - iv. The election to each position shall be by simple majority voting, with the first eligible candidate receiving the most votes being elected into the position.
  - v. Candidates will normally be elected for a one year term beginning in Term 2.
  - vi. AGM shall be held on the seventh week of the Term 1. This allows a transition period before the SMC-elect takes office at the start of Term 2.
  - vii. A representative of the Chung Wah Association Executive Committee shall be present as the Returning Officer.
  - viii. The Returning Officer shall retire the existing committee and announce the positions available for nominations, thereby calling for nominations to these positions.
  - ix. A notice of AGM shall be published at least four weeks before the AGM date and nominations for positions shall be accepted up to just before the start of AGM. Thereafter, the nominations shall be published.
  - x. Nominations may be called for by the SMC Secretary instead the Returning Officer.

b) For a nomination to be valid:

- i. Being that the school is affiliated to CWA, nominees and seconders have to be current Chung Wah Association members.
- ii. The nominee may self-nominate, but must have a seconder to support the nomination.
- iii. To nominate someone else, the nominee must assent to the nomination and have a seconder to support the nomination.
- iv. The nomination shall include the details of the nominee, the details of the seconder, the position nominated for, and a statement of assent by the nominee. These details may be recorded in a form issued as part of the AGM announcement.
- v. Nomination of candidates for election to the committee may be made in writing prior to the AGM or from the floor at the AGM and each nomination must also be seconded by someone else other than the nominee.
- vi. The nominee and seconder shall be present on the day of elections.
- vii. There is no requirement for an election campaign for any positions. Campaigning, if any, must be dignified, not disrupt classes, and be approved by the School Principal so as not to disrupt school operations.

c) On the day of election:

- i. Being that the school is affiliated to CWA, each AGM attendee wishing to vote in this meeting shall be verified as a current Chung Wah Association member.
- ii. Eligible voters are defined as those verified CWA members whose children have a current enrolment in CWACS Leeming. Each CWA Family Membership is entitled to one vote.
- iii. The Returning Officer shall announce the names of nominees and seconders for each position.
- iv. The Returning Officer may, at his discretion, invite some or all nominees to present a short introduction speech, nominally capped at three minutes per person.
- v. The Returning Officer may appoint up to two assistants to help with the tally of ballots. These Assistants should not be any of the nominees or seconders.
- vi. Once the Returning Officer announces the start of ballots, eligible voters shall cast their ballots in ballot box or display of tokens, as instructed by the Returning Officer.
- vii. An eligible ballot is defined as a ballot sheet submitted by an eligible voter where there is only one nominee is clearly marked as the preferred choice for the position. A ballot sheet may be paper-based or an approved token used for elections.
- viii. Where there is only one nominee in a position, there is no need to cast ballots and the Returning Officer shall declare that nominee successfully elected into the position.
- ix. Where there are two or more nominees, eligible voters shall cast one vote for the preferred nominee.

- x. Each eligible voter is entitled to one vote per contested position.
  - xi. The Returning Officer shall declare the nominee with an outright majority of eligible ballots as the one successfully elected into the position.
  - xii. An unsuccessful candidate may nominate for positions where there are no candidates standing for election. This nomination follows the format as laid out above.
  - xiii. Where there are positions not filled on the day of elections (other than the positions of Chairperson, Secretary and Treasurer that should be filled on the day of AGM), the SMC-elect may approach and select suitable candidates at a later date.
  - xiv. The Returning Officer completes his role when all he has declared the elected nominees for all positions. He then commends the newly elected committee to all present and invites the incoming Chairperson for an introductory speech nominally capped at three minutes.
- d) Where an office bearer discontinues before term of office is due:
- i. An office bearer may resign from office before the term of office expires.
  - ii. An office bearer may be removed from office for misconduct stemming from willful violation of the code of ethics and/or bringing the school into disrepute. The process must evidence the allegation, attempted mediation and any warnings issued.
  - iii. Where the resignation occurs before the announcement of AGM, the committee may approve the selection of a replacement member. This may be an additional member to the committee or an existing member undertaking additional duties.
  - iv. Where the resignation occurs after the announcement of AGM, the committee shall not appoint a new member but wait until the AGM elects a new committee. If specific skills are needed to fill a key position until then and the committee is able to prove such a requirement, a temporary appointment may be approved by the SMC.
6. Amendment to Terms of Reference of Leeming SMC
- Amendments to these Terms of Reference may be permissible to meet environmental changes over time. The review should be conducted in consultation with SMC members. A subsequent SMC meeting will approve the amendment and if appropriate, may be tabled at the AGM for formal adoption. The School Council or CWA Executive Committee may be consulted in the event of a dispute prior to adoption.