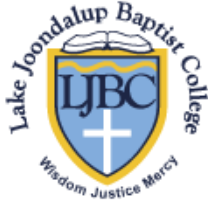




Parents and Collegians Auxiliary

Title of Policy/Procedure	Parents & Collegians Auxiliary
Endorsed by	Principal
Responsibility	Principal
Creation Date (if known)	June 2017
Reviewed date	February 2019
Next review date	June 2020
To whom issued	College staff



Parents and Collegians Auxiliary PCA@Lake Joondalup Baptist College

Commenced January 2018

The Premise

Parents/Guardians and Collegians are an integral part of the school community at LJBC and are encouraged to take part in the activities of the school. Parents/Guardians and Collegians provide the leadership needed for special activities initiated by the PCA such as fund-raisers, socials and other community building events. Lake Joondalup Baptist College is encouraging of promoting the PCA, which functions under the direction of the President of the PCA. Meetings of members are held once a month and the Principal may be invited to attend.

The President of the PCA will be initially appointed by the Principal for a term of 3 years and will be equipped to work on site or off site for the equivalent of two full days. Remuneration in the form of two full day's salary of a level 2.9 teacher is available to this portfolio which will however come under the Educational Services (Schools) General Staff Award 2010 and the current Lake Joondalup Baptist College Inc Operational School Staff Enterprise Agreement. Following the initial 3 years the President is to be elected from the membership committee by nomination and confidential vote. The President can be re-elected if she/he chooses to put themselves forward for the position again. The President is free to create an executive committee for the PCA from the membership that the President will initiate with the College community. The President of the PCA will be a respectable member of the College community with integrity, Christian faith and high capacity.

The PCA is not part of the Management of the College but functions as an Auxiliary, which is a supportive group. The PCA therefore does not get involved in the operations or management of the various portfolios of staff and duties at the College eg: The PCA will not be involved in student management, curriculum programs nor have authority to direct any involvement in any other portfolio being managed at the College.

The President of the PCA will consult with the Principal once a month or on an as needs basis and will also communicate with the Principal to gain approval for any initiatives that build College community. The Principal will bring discussion topics and Initiatives to the Board of the College and will consult with the College Management Team.

The PCA will abide by the expectations of the Governance of the College.

What is the purpose of the Parents and Collegians Auxiliary Group?

The purpose of the PCA is to support the needs of the school community. Needs are met on four levels: financial, social, promotional and educational.

Who can belong to the Parents and Collegians Auxiliary Group?

Anyone who is a collegian, parent or guardian of a student at the school can belong to the Parents and Collegians Auxiliary Committee. The PCA is collegian/parent/guardian organised and managed.

What does the Parent Auxiliary do?

The PCA organises fundraisers such as hot lunch and snack days as well as family events to provide financial assistance for charity, school programs, equipment and recreational activities.

The PCA may stage social events such as a Family Barbeque, Christmas events, Reunions and be involved in Anniversary celebrations of the College. The PCA may raise funds for the College for classroom materials and extra-curricular activities.

The PCA will create a data base of community members distinguishing Collegians within the database.

The PCA will actively promote and support the College through acceptable social media platforms.

The PCA will guard the honour of the College and ensure activities will never bring harm or disrepute to members of the College community.

The President of the PCA may be invited to participate in major events such as Graduation or Awards evenings or events.

The PCA will maintain timely communications with the Principal and Management Team and Staff of the College where appropriate.

The PCA will provide an information column for the community in the College eNewsletter.

Daryl Pollard
College Principal