POSTMEN

Papas Of ST Marks Engagement Network

POSTMEN Committee Charter

Papas Of ST Mark's Engagement Network (POSTMEN)

The POSTMEN Committee is a volunteer group of fathers and father figures who work with each other and St Mark's Anglican Community School to strengthen father-child relationships and build a connected network of Dads within the school community.

---

1. Purpose

The POSTMEN term encompasses all fathers and father figures who are connected to the St Mark's Anglican Community School community. The Committee exists to strengthen and celebrate the role of fathers and father figures within their families and the school community more broadly. The group operates in alignment with the school and the registered charity The Fathering Project, supporting positive father–child relationships and strong community connection.

The core purposes of the POSTMEN are to:

- Facilitate meaningful and positive relationships between children and their fathers or father figures through school-based activities and events.
- Build and maintain a supportive network of fathers and father figures within the St Mark's community.
- Share knowledge, experiences, and resources that promote positive, respectful, and engaged fathering.
- Lead by example in modelling healthy, inclusive, and positive male role models for children.

---

2. Guiding Principles

The POSTMEN Committee operates under the following principles:

- Child-Centred: All activities and decisions prioritise the wellbeing, safety, and positive development of children.
- Inclusive: The POSTMEN welcome all fathers, father figures, and male carers regardless of background, family structure, or circumstance.
- Positive Masculinity: The group promotes respectful, supportive, and emotionally healthy models of fatherhood.
- Community-Focused: POSTMEN works collaboratively with the school, parents, and aligned organisations to strengthen the broader school community.
- Volunteer-Led: The committee operates through voluntary contribution, shared responsibility, and mutual respect.

---

3. Alignment and Governance

- The POSTMEN operate in alignment with St Mark's policies, values, and community standards.
- The group is affiliated with and guided by the principles and resources of The Fathering Project.
- The POSTMEN Committee does not operate as an independent legal entity.
- All activities must comply with relevant child safety, duty of care, and school governance requirements.

---

4. Objectives

The Committee will:

- Plan and deliver regular father–child engagement activities.
- Encourage participation and engagement from new and existing fathers within the school community.
- Support communication and connection between fathers across year groups.
- Assist the school in initiatives that align with positive male engagement and father involvement.
- Ensure continuity and sustainability of the group beyond individual committee members.

---

5. Committee Structure

The POSTMEN Committee will consist of a group of volunteer members drawn from the school community. The Committee will be comprised of the following members (all members have normal voting rights):

- President
- Vice President
- Secretary
- Treasurer
- Sales and Marketing
- Liaison – Advancement and Facilities
- Liaison – TFP and Community
- Liaison – Parents and Teachers
- General Committee Members

The committee may establish sub-groups or working groups as required to support specific events or initiatives.

The Committee will seek to sustain its numbers with at least 4 representative volunteers from each sub-school.

Two General Committee Members will be charged with responsibility for leading each event.

The key roles of the Committee may be amended by a standard vote.

---

6. Roles and Responsibilities (High-Level)

The committee is collectively responsible for:

- Setting annual goals and priorities for POSTMEN activities.
- Planning, coordinating, and delivering events and initiatives.
- Ensuring activities are safe, inclusive, and aligned with school policies.
- Communicating effectively with the school, parents, and the wider POSTMEN network.
- Supporting leadership transition and succession planning.

Position descriptions will govern the responsibilities of key roles and may be updated from time to time as deemed necessary by the Committee.

---

7. Membership, Participation and Recruitment

- Membership of the POSTMEN Committee is open to fathers and father figures of children enrolled at St Mark's Anglican Community School.
- Committee members are volunteers and serve for a minimum of 12 months (aligned with the school year).
- Members of the Committee are expected to make all reasonable efforts to participate in the monthly Committee meetings.
- Unless a Committee member resigns, their participation as a Committee member will automatically renew for the following year.
- The Committee may, by majority vote, remove a member for persistent non-attendance or conduct inconsistent with this Charter.
- Participation in events and activities is strongly encouraged but not mandatory.
- Committee members are expected to act respectfully and in a manner consistent with the values of the school and The Fathering Project.
- A presentation will be made to parents entering Pre-Kindy as part of the St Mark's ELC. This is to be conducted as part of the parent orientation event. The Committee Liaison – Parents and Teachers (or other member of the Committee as may be suitable) will attend this event to share some details about the POSTMEN and the Committee and invite applications from interested parties to join, noting that there are two positions available at each annual intake.

- Additional recruitment measures may be taken to replace Committee members to ensure sufficient presence and reach across all school years. These may include:
    - Receipt of applications by interested parties at POSTMEN events.
    - Approach to Teachers or Parent Reps seeking nominations of prospective suitable candidates.
    - Invitations extended by official school communication channels.
- St Mark's Anglican Community School has acknowledged that participation within the POSTMEN Committee and activities undertaken supporting POSTMEN activities as a Committee Member, will qualify for Parent Commitment Hours.

---

8. Meetings

- The Committee will meet at least once per month on a day that suits the majority of the Committee. The recurring day (eg, second Tuesday of every month) will be decided for the following year at the AGM.
- Additional meetings may be convened for the group as a whole, or for a smaller sub-group as required to support activities and planning.
- Meetings may be held in person or via online platforms.
- Decisions will be made by consensus. Where consensus cannot be reached, a simple majority may be used.
- A quorum will consist of at least 50% of current committee members and at least one of either the President or Vice President.
- Minutes will be kept of each meeting by the elected Secretary. These minutes will be distributed following each meeting with associated action items. Distribution may take place via email or a link to the document stored securely online.

---

9. Decision-Making and Authority

- The committee operates collaboratively and transparently.
- Decisions affecting the school or students must be made in consultation with the school leadership or designated school representative.
- No individual committee member has authority to act unilaterally on behalf of the POSTMEN Committee without Committee agreement, except where delegated for operational efficiency.
- Urgent operational decisions between meetings may be made by the sitting President or Vice President, with retrospective reporting to the Committee.
- Any matter requiring a decision of the Committee will be put to a vote, with each Committee member able to cast a vote. If a decision is deadlocked for any reason, the President will cast an additional, deciding vote.

- If the President is not present for any reason, the Vice President will take this responsibility.

---

10. Financial Oversight

- Any funds raised or managed by the POSTMEN Committee will be handled in a proper manner.
- The Treasurer will maintain transparency and provide regular updates to the Committee, including the presentation of a basic P&L which will be circulated to all Committee members at least quarterly.
- All funds raised or held by the POSTMEN Committee are to be used only for the following purposes:
  - Operating or subsidising events held in line with this Charter.
  - Covering losses resulting from events held in line with this Charter.
  - Purchasing or renting equipment approved by the Committee that will support the operations and purpose of the Committee (eg Shirts, Banners, AV equipment, BBQs, etc).
  - Contribute financially to any promotion or special undertaking approved by the Committee (e.g. sponsorship of a school award, contribution to an improvement, provision of minor gifts of appreciation or support for a member of the school community).

---

11. Risk Management and Child Safety

- All activities must comply with school child safety policies and relevant legal requirements.
- Appropriate supervision, permissions, and risk assessments must be in place for events involving children.
- POSTMEN Committee members are expected to uphold the highest standards of conduct and care.
- The Committee has a duty of care and must ensure that each event has sufficient insurance coverage (via the School, The Fathering Project, and or public liability maintained by any relevant venue or service provider).

---

12. Succession and Continuity

- The Committee will actively encourage leadership development and succession planning.
- Outgoing committee members should, where possible, support handover and knowledge transfer.
- Documentation, templates, and contacts should be maintained to support continuity year to year.

- An Annual General Meeting (AGM) will be held on the second Tuesday of November each calendar year. Committee members may nominate themselves or others for key Committee roles for the coming year.
- Election of roles will be conducted by vote, with each member casting one vote for each nominated position.
- In the event of a tied vote, the deciding vote will be cast by the sitting President.
- If the tied vote is for the role of President, and the incumbent President is one of the parties, the Vice President will cast the deciding vote. If the Vice President is also one of the parties, the Secretary will cast the deciding vote.
- It is recommended that a new President and Vice President are elected every 2 to 3 years to encourage renewal and provide opportunities for new leaders to support the Committee.

---

13. Review of Charter

This Charter should be reviewed periodically (recommended every two years) or as required to ensure it remains relevant, effective, and aligned with the needs of the school community.

Adopted by the POSTMEN Committee on: _____

Next Review Date: _____

Signed by sitting President:_____

Name: _____