



Sub-Committee Role Descriptions

The following role descriptions are intended as a guide only. Each role may vary depending on the individual that fulfils the position and the requirements of the committee at the time.

These committees are formed by the P&C to undertake specific planning or tasks. They may be Ad-Hoc Committees, which are formed for a specific purpose and cease to exist after it or they may be Standing Committees, which have an ongoing role and are elected at P&C meetings.

The Current Standing Committee Positions are

CANTEEN CONVENOR

The role of the canteen convenor is to preside at committee meetings in a fair, democratic and unbiased manner and to oversee the operations of the canteen. The Canteen Convenor is accountable to the Principal and the P&C. The Canteen Convenor is responsible for:

- Maintaining canteen committee rules and policies.
- Ensuring that meetings are properly convened according to the Canteen Sub-Committee rules.
- Ensure that proper meeting procedures are adhered to.
- Act impartially in the best interest of the members of the Canteen Sub-Committee.
- Liaising with the School Principal, the P&C President, the School community, paid staff and volunteers on matters relating to the canteen.
- Be ever mindful of paid staff's "Statement of Duties" and "Work Agreement".
- Report to the Canteen Sub-Committee on matters of importance.
- Present a written report to the P&C at monthly meeting and an annual report at the P&C AGM.
- Coordinate a stocktake at the end of each term with any two Canteen Sub-Committee members.

FUNDRAISING CONVENOR

The Fundraising Convenor plans, oversees and co-ordinates any fundraising events. They also preside over the Fundraising Sub-Committee, maintain records of all events, expenditure and income received from each event. The Fundraising Convenor reports to the P&C.

- Co-ordinate and chair meetings to plan and discuss fundraising ideas which will then be taken to the P&C meeting for approval by the P&C.
- Organise fundraising initiatives.
- Ensure that meetings are properly convened according to the Fundraising Sub-Committee rules.
- Ensure that proper meeting procedures are adhered to.
- Act impartially in the best interest of the members of the Fundraising Sub-Committee.
- Liaising with the School Principal, the P&C Executive, the School Community and volunteers on matters relating to fundraising.
- Present a written report to the P&C at monthly meeting and an annual report at the P&C AGM.

UNIFORM CONVENOR

Is responsible for the running of the uniform shop, maintain records of sales, money receipted and the ordering of uniform stock, and report to the P&C meetings.

- Oversee the operation of the uniform shop.
- Complete stock take of all apparel.
- Price and order required stock.
- Accept payments and issue receipts.
- Present a written report to the P&C at monthly meeting and an annual report at the P&C Committee AGM.
- Conduct a Stocktake at the end of each term with one other P&C Executive member.