**St James P&F** **Position Descriptions** **2025**

The P&F has been set up with a great system of defined roles as well as Year P&F Event Teams which has been running very well for the last 7-8 years.

Volunteering to run or help at an event is a wonderful way to meet other families and the kids LOVE seeing Mum or Dad helping out at school.

**P&F Team Leaders**

***Three to Four people***

* Coordinate with and support all Year Level Event Teams and other Coordinators
* Liaise with Principal and Assistant Principal regarding events, dates, fundraising goals and Safety policies etc
* Prepare agendas, attend and lead P&F Meetings (shared amongst team)
* Attend Education Board Meetings (shared)
* Prepare annual calendar
* Manage trybooking, volunteer sign ups and work with treasurer to manage budget

**Email Communications/**

**Volunteer Sign Up (Leader)**

***-One person***

* Email a regular (weekly/fortnightly?) email with updates and information on events (A team leader)
* Format information for the newsletter every two weeks comprised of updated information from leader’s email and other coordinators requests.
* Manage volunteer sign-ups

**Facebook/Social Media Communication**

***-One person***

* Liaise with team leaders to manage and update “P&F Noticeboard” Facebook page and send our reminders via What’s app or Messenger to year level groups.

**Treasurer**

***-One person and One Assistant for 2025***

* Liaise with Team Leaders, Business Manager and Principal on Finances
* Arrange for Business Manager to Pay any P&F accounts/ invoices
* Manage the set-up of Square (EFTPOS) devices for events
* Arrange for Business Manager to Pay any Reimbursements to volunteers
* Manage Trybooking finances.
* Receive CDF Pay reports
* Provides Floats for events

**Sponsorship and Donations Coordinators**

***Three people***

* Sources donations for Silent Auction and raffle prizes through the year
* Organise possible advertising and sponsorship for major event.
* Manages online silent auction for major fundraiser
* An extensive list of supporters and contacts has been developed, as well as letters and documents to assist you in this role.

**Food Day Coordinator**

***One person needed***

* Organises the Food Days. Approx 8-9 across the year. 4 Subway (no food prep or packing required0 and 4-5 others (volunteers required to assist with packing and delivering)
* Prepare, copy and distribute flyers through class tubs
* Liaise with Office staff to set up CDF Pay Page
* Receive CDF Pay OrderReports
* Liaise with caterers and or source and purchase food items and packaging if required and transport to school or arrange transport to school.
* Liaise with team leaders to set up/send out volunteer links for volunteers to assist
* Manage volunteers and run the preparation , packaging and distribution of orders on the day
* Must complete food safety certificate (Online)
* Ensure kitchen meets and is kept to council regulations.

**Grade 1 P&F Event Team**

 **–Father's Day Breakfast**

***Four people needed***

* Organise and distribute flyers through class tubs\*
* Liaise with team leaders to set up/send out volunteer links
* Purchase and deliver food to school.
* Liaise with team leaders to create booking and order list
* Manage set up, preparation, service and clean up on the day of the breakfast

**Grade 2 P&F Event Team**

**-Major Fundraiser**

***Four people needed***

* Liaises with Team Leaders, Treasurer (re bookings and purchases) and Sponsorship and donations coordinator (re auction)
* Pick a theme for the night (Past events have included a Trivia Night, Dinner/Band nights, Casino Night and Family friendly Hip Hop and Bush Dance Nights and book entertainment and venue (if needed)
* Organise and distribute flyers through class tubs\*
* Organise catering and drinks

and plan of evening

* Liaise with Team Leaders to set up and send out volunteer links

**Grade 3 P&F Event Team**

**-School Disco**

***-Four People Needed***

* Book School Disco - pick a theme if you like
* Organise food and drinks
* Organise and distribute flyers through class tubs\*
* Liaise with Team Leaders to set up and send out volunteer links and to create class sign in lists
* Manage volunteers, safety and logistics on the night

**Grade 4 P&F Event Team**

**– Cinema Night**

***Four people needed***

* Liaise with team leaders to set up/send out volunteer links
* Organise, purchase and deliver food and drinks and organise activities for the night
* Arrange, copy and Distribute Flyers through class tubs\*
* Liaise with Team Leaders, Sponsorship/Donations Coordinator and Principal before and on the night.

**Grade 5 P&F Event Team**

 **– Twilight Sports BBQ**

***Four people needed***

* Organise the Twilight Sports BBQ
* Organise and distribute flyers through class tubs\*
* Coordinate the purchase of food and the food and drink sales on the afternoon/ evening.
* Liaise with Team Leaders to set up and send out volunteer links

**Grade 6 P&F Event Team**

**– Mums & Dads** **Nights**

***Four people needed***

* Organise an event for Mums and one for Dads
* Organise and distribute flyers through class tubs\*

**Morning Teas Coordinators**

***Three people needed***

* Hold Morning teas at school 2 times a term usually coinciding with a second hand uniform stall
* Purchase Tea, Coffee, Milk and Biscuits

**Mother’s Day Stall**

***Two people needed***

* Source and purchase of gifts
* Organise and distribute flyers through class tubs\*
* Liaise with team leaders to set up/send out volunteer links
* Manage volunteers and stall on the day

**Father’s Day Stall**

***Two people needed***

* Sourcing and purchase of gifts
* Organise and distribute flyers through class tubs\*
* Liaise with team leaders to set up/send out volunteer links
* Manage volunteers and stall on the day

**Friday Treats Coordinator**

***One person needed***

* Purchase and deliver to school weekly treats
* Manage the money and a float

**Auskick Tuckshop Coordinators**

***Three people needed (Prep-2)***

* This role runs from April to September
* Organise  the Auskick BBQ at St James on Saturday mornings (Basic sausage sizzle with drinks and a simple snack option).
* Liaise with Team Leaders to set up and send out volunteer links
* Liaise with Treasurer
* Shop for food items

**Raffle Tickets Coordinator**

 ***-One person needed***

* Organise and distribute flyers and raffle tickets through class tubs\*
* Collect returned tickets and money
* Liaise with Treasurer and Sponsorship coordinator

**Pies/Hot Cross Buns Coordinator**

***One person needed***

* Organise Hot Cross Buns and Pie Drive through Emerald Bakery
* Organise and Distribute Flyers through class tubs\*
* Liaise with Team Leaders to set up trybooking orders

**Bunnings BBQ Coordinator**

***One person needed***

* Liaises between St James and Bunnings
* Purchase food and drinks
* Manage and assist at BBQ on the day.
* Liaise with team leaders to set up/send out volunteer links
* Organise and Distribute Flyers through class tubs\*

**Fete Liaison**

***One person needed***

* St James rep on the St John’s Fete Organising Committee
* Liaise between St James P&F leaders and fete committee regarding Fete preparation and sourcing volunteers from St James
* Attend Fete Meetings
* Organise Fete Information to go in Newsletter and to be distributed
* Help manage the distribution Fete Raffle Tickets
* Manage logistics in the weeks prior and on the day of the fete

**Assistant Fete Liaison**

***One person needed***

* Assist and support Fete Liaison with various tasks

**Second Hand Uniform Coordinator**

***Two people needed***

* Sell Second Hand Uniforms and Sports Tops at a stall each term and at Prep Orientation sessions
* Liaise with treasurer and assistant principal regards purchasing and finances
* Hold a stall at the Prep Orientation events and some Morning Tea events.

**Mango Drive Coordinator**

***One person needed***

* Contact Mango Distributor
* Runs through Oct/Nov
* Organise and Distribute Flyers through class tubs\*
* Collate order and distribute when Mangoes are delivered

**Vision Portraits Coordinator**

***One person needed in 2025- Only run every second year on ODD YEARS.***

Could be run by leaders easily.

* Organise and distribute flyers through class tubs\*
* Liaise with company regarding bookings and access to school on the day (Saturday or Sunday)

**\*Regarding Flyers**

Many events already have flyers that can be adjusted and reused. You can also make your own, check in for help from team leaders or find a clever friend to help!