



## St James P&F Position Descriptions 2023

The P&F has been set up with a great system of defined roles as well as Year Level Champions which has been running very well for the last 5-6 years. We also have many parents who have helped out in the past who are either still around to offer tips or have left detailed plans to assist those taking over the roles in 2023.

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

*Two to three people*

- Coordinate with and support all Year Level Champions 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 budget

### Email Communications/

### Volunteer Sign Up (Leader)

*-One person*

- Email a weekly/fortnightly email with updates and information on events (usually a team leader)
- Manage volunteer sign ups

### Trybooking/CDF Pay (Leader)

*-One person*

- Manage trybooking and set up booking links.
- Liaise with Treasurer and office staff regarding the transfer of funds

### Facebook Communication

*-One person*

- Liaise with team leaders to manage and update "P&F Noticeboard" Facebook page.

### Treasurer

*-One person*

- Liaise with Business Manager and Principal on Finances
- Arrange with business manager to Pay any P&F accounts/ invoices
- Provides Floats for events
- Reimburses when required.

### Sponsorship and Donations Coordinators

*Two to three people*

- Sources donations for Silent Auction and raffle prizes through the year
- Organise possible advertising and sponsorship for our two major events
- 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

*Two people needed*

- Organises the Food Days. Approx 8-9 across the year.

- Prepare, copy and distribute order forms through class tubs
- Collate orders and count money...*(hopefully made simpler with the introduction of CDF online payments)*
- Liaise with caterers and order source and purchase food items and packaging if required and transport to school
- Liaise with team leaders to set up/send out volunteer links
- 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

### Newsletter

*-One person*

- Liaises with the Team Leaders
- Format information for the newsletter every two weeks comprised of updated information from leader's email and other coordinators requests.

### Grade 1 P&F Event Team –Father's Day Breakfast

*Four people needed*

- Purchase and deliver food to school.
- Organise and distribute flyers through class tubs\*
- Liaise with team leaders to set up/send out volunteer links
- 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*

- 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 3 P&F Event Team -School Disco

### *-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 4 P&F Event Team – Cinema Night

### *Four people needed*

2021 Cinema Night is booked and mostly ready to go after the cancellation this year!

- 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*

- 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
- Manage volunteers, safety and logistics on the night

## 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

### *Two people 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\*

## End of Term BBQS

## Coordinator

### *Two people needed*

- Purchase food and drinks and coordinate the preparation and sales on the day

- Organise and coordinate volunteers

## 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

## Entertainment Coordinator

### *One person needed*

- Manage the ongoing Digital Entertainment Fundraiser (formally Entertainment Books)
- Organise flyers and promotion via email and facebook.

## Second Hand Uniform Coordinator

### *Two people needed*

- Sell Second Hand Uniforms, Sports Tops, Hats and School Bags
- 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 Mango's are delivered

## Vision Portraits Coordinator

### *One person needed*

- Tentative dates have been booked in for 2023 (Sunday 19th March)
- Liaise with Team Leaders and Vision Portraits re bookings
- Organise and distribute flyers through class tubs\*

## \*Regarding Flyers

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