



## St James P&F Position Descriptions 2021

We are so incredibly lucky to have such a great community around us and after the craziness of 2020 we have everything crossed that we can run some awesome community events in 2021.

The P and 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 few years. We also have many supportive parents who have helped out in the past and have provided great detail about the events they have helped out still at the school or just an email away to those who are considering helping in 2021. It is a wonderful way to meet other families and the kids LOVE seeing Mum or Dad helping out!

### P&F Team Leaders

- **Kylie and Sheleigh**

**Would love to have a third to help us and to share the role**

- 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 trybookings

### Email Communications/ Volunteer Sign Up/ Facebook

- **Kylie, Luisa**

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

### Treasurer

- **Rachelle**

- Liaise with Business Manger and Principal on Finances
- Pays any P& F accounts/ invoices
- Provides Floats for events
- Reimburses when required.

### Banker

**Two People needed**

- Assists Treasurer and banks all cash at NAB bank.
- Fills out the deposit bag and the book with detail of transactions
- Liaise with Treasurer

### Sponsorship and Donations Coordinator

**Three people needed**

- 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

- **Kylie**

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

- Prepare, copy and distribute order forms through class tubs
- Collate orders and count money
- 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

### Food Day Assistant

- **Anne-Marie**

- Assist and support Food Day Coordinator with various tasks (as above).

### Newsletter

- **Natalie**

- Liaises with the Team Leaders
- Format information for the newsletter every two weeks.

### Prep Champions

#### -Auskick Tuckshop

-**Grilasha**

**Three more people needed**

- This role runs from April to September
- Organise the Auskick BBQ at St James on Saturday mornings
- Liaise with Team Leaders to set up and send out volunteer links
- Liaise with Treasurer
- Shop for food items

### Grade 1 Champions

#### -Father's Day Breakfast -

**Cate, Jen, Monika**

**-Three more 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 Champions

### – Major Fundraiser

-Clemi, Emma, Junita

*One more person 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)
- Organise and distribute flyers through class tubs\*
- Organise catering and drinks
- Liaise with Team Leaders to set up and send out volunteer links

## Grade 3 Champions

### – 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
- Manage volunteers, safety and logistics on the night

## Grade 4 Champions

### – Cinema Night

-Kath, Emma, Anne

*One more person 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 Champions

### – Twilight Sport BBQ

-Courtney, Cate, Bec and Fiona

- 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 Champions

### – Mums & Dads Nights

- Kate,

*Three more people needed*

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

## Morning Teas Coordinators

-Grilasha

*Two more people needed*

- Hold Morning teas at school 2-3 times a term
- Purchase Tea, Coffee, Milk and Biscuits

## Mother's Day Stall

-Cate

*One more person needed*

- Source and purchase of gifts (purchased some in 2020 but never got used so are available to be sold in 2021)
- 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*

- 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

## Friday Treats Coordinator

-Melissa

- Purchase and deliver weekly treats
- Manage the money and a float

## 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

-Claire

- 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

-Dylan

*One more person needed*

- Liaises between St James and Bunnings
- Purchase food and drinks
- Liaise with team leaders to set up/send out volunteer links
- Organise and Distribute Flyers through class tubs\*

## End of Term BBQS

### Coordinator

-Nicole, Sarah

*One more person needed*

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

## Fete Liaison

- Jen Harvey

- 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 Book

### Coordinator

-Rachelle

- Organise the flyers or email information about the digital Entertainment book fundraiser

## Second Hand Uniform

### Coordinator

- Nicole

*One more person needed*

- Sell Second Hand Uniforms, Sports Tops, Hats and School Bags
- Liase 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

-Lena

- 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

-Sarah

- Tentative dates have been booked in for 2021 (28<sup>th</sup> February)
- 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!