

MGC Parents' Association

Executive Roles 2024 School Year

Role	Description	Current occupants
President	<ul style="list-style-type: none"> • Main contact point from the MGC Parents' Association (PA) on overall strategy direction • Leads engagement with the MGC Principal's Office and provides updates the rest of the association • Represent the PA at key events and provide updates on PA activities • Endorses and delivers where needed PA updates to School Council • Provides guidance on scope of executive roles and activities of the PA • Supports the rest of the PA leads and general members groups 	Tom Quinlan
Vice President	<ul style="list-style-type: none"> • Second point of contact for strategy direction, knowledge, and a backup if the President is unable to attend. • Supports engagement with the Principal's office and leads engagement with Assistant Principals on particular activities/events • Endorses and delivers where needed PA updates to School Council • Represents the PA at key events and provide updates on PA activities • Backfills the role of President if needed. 	Sarah McDowell
Secretary	<ul style="list-style-type: none"> • Supports the President and Vice President in scheduling PA meetings and record keeping of minutes and action items • Communicates with school office to post the notification of upcoming meeting within 4 days before the meeting) • Develops updates and summaries from PA meetings to be presented to School Council (within 5 business days from meeting) • Circulates minutes and action items to executive and general members (within 7 business days from meeting) • Works with Business Manager and the Principal's office if any papers or support documents need to be tabled at PA meetings. 	Alison Scoullar
Treasurer	<ul style="list-style-type: none"> • Coordinates reporting on the PA bank balance in coordination with the MGC Business Manager and the Principal's Office • Supports the PA events planning and grants program by ensuring sufficient PA funds are available to cover planned expenditure 	Sarah Griffith

	<ul style="list-style-type: none"> • Maintains records of income from PA activities and expenses for each school year. • Supports other PA members in learning about the Treasury role if there is interest. • Liaise with Grants Coordinator and President to forecast monthly bank balances for the calendar year 	
Events Coordinator	<ul style="list-style-type: none"> • Leads the planning and coordination of PA events and community activities during the school year • Works with MGC staff to organise logistics for major events • Collaborates with Treasurer to ensure any fundraising at PA events meets the required school and state government requirements • Supports an Events working group to develop a yearly events plan to be endorsed by the MGC PA and shared with School Council. • Coordinates the Year level PA reps to ensure main events are promoted via the various What's App groups for each year. 	<p>(vacant)</p> <p>Sue Lindsey (limited role in 2024)</p>
Marketing and Promotions Lead	<ul style="list-style-type: none"> • Oversees the marketing and communication activities of MGC's Parents' Association (PA) both within the school and in the local community • Develops marketing and promotional materials to support PA initiatives in collaboration with other committee members • Works with the Event Coordinators to ensure PA's activities are promoted in the MGC's newsletter and at school events • Provides regular updates on marketing and sponsorship initiatives at regular PA meetings and follow up on agreed action items • If there is interest – supports a working group of parents/carers in developing promotional materials for the PA 	Toni Prime
Community Engagement Coordinator	<ul style="list-style-type: none"> • Engage and consult with the MGC's parent community to: <ul style="list-style-type: none"> ○ Establish level of awareness of current PA activities ○ Seek ideas for new initiatives that PA can focus on ○ Promote the PA activities and encourage participation from interested parents ○ Maintain members' list • Coordinate a community engagement working group with other PA members • Develop engagement activities such as surveys in consultation with the PA exec committee 	Martin Ivanov

	<ul style="list-style-type: none"> • In collaboration with other committee members such as the Marketing Manager and Events Coordinator, prepare proposals for new PA initiatives based on community suggestions and provide updates on progress • Create opportunities for student representatives such as school captains and portfolio captains to engage with MGC’s PA to provide updates and contribute ideas on how parents can support student initiatives • Provide regular updates on community engagement activities at PA meetings and follow up on agreed action items 	
Year Level Ambassadors	<ul style="list-style-type: none"> • Supports the MGC parents and carer’s community for a particular year level • Shares information about the school and supports networking • In collaboration with the Events Coord , Community Engagement lead and Marketing Lead - organizes year level social events (social nights, picnic, coffee mornings, etc.) • Manages the social media (What’s App) account used to engage with their year level • Engages with parents/carers in that year level and encourages them to attend events and join the What’s App group. • Each year level can have more than 1 coordinator 	Year 7 (vacant – Sarah McDowell interim) Year 8 Janine Kelly & Alison Shelton Agar Year 9 Toni Prime Year 10 (vacant) Year 11 (vacant) Year 12 Kirsty Iles
Governance Manager	<ul style="list-style-type: none"> • Understands the governance and school policy requirements related to the activities of the PA • Oversees the grant allocation of money together with Treasurer, • Informs the committee of relevant policies • If required, provides input to school policies under review • Oversees the record keeping from PA activities in collaboration with the Secretary, Treasurer and Grants Coordinator • Support general members interested about PA governance arrangements 	(vacant)
Grants Coordinator	<ul style="list-style-type: none"> • Leads a Grants working group to manage the PA Grants program • Administers grant applications submitted from teachers, students and parents/guardians • Provides recommendations to the committee of which grants to approve, and liaise with Treasurer for reporting. • Maintains relevant records from grants applications in collaboration with the Governance Manager 	(vacant) Julie Freeman – Grants working group member

PA Alumni Representative	<ul style="list-style-type: none">• Provides input in PA activities based on experience and lessons learnt from previous years• Attends PA meetings and supports discussions	(vacant)
Sponsorship coordinator	<ul style="list-style-type: none">• Engages with parents and local business community to identify opportunities for sponsorship of PA events• Collaborates with Marketing Coordinator, Events Coordinator and Community Engagement Coordinator to ensure sponsors are acknowledged at PA events	(vacant)