

Committee Role Descriptions

Vision

PA is open to all parents (including all adults in a care capacity of our students) at Galilee. It is welcoming and inclusive forum to share ideas and to support the schools in its social and fundraising efforts. The PA incorporates all parent groups that operate within the Galilee Community.

Aim

- To organise and facilitate social events that include all families across the year
- To provide opportunity for families to be included with and without a cost
- To raise \$25k per annum to be transferred to Galilee that directly benefits the students (to be decided at the discretion of the school in consultation with parents if deemed appropriate)

Role Descriptions for Galilee Parents Association - official roles are voted in at the AGM

President

- Chair PA meetings
- Liaise with school Principal to progress tabled projects of the group and coordinate event dates
- Support and work in partnership with the Principal and staff for all school events
- Create a forum for open discussion with the PA group
- Assist in planning and organising functions approved by PA group meetings
- Promote the work of the PA group at various opportunities (e.g. new Prep parent night)
- Meet at least twice a year with the Principal to report on events, management, fundraising etc

Vice President

- Chair meetings in the absence of the President
- Coordinate and liaise with the year level representatives on scheduled events or ensure a committee member is assigned to an event and follow up that the year level group are receiving the support and information they need
- Promote the work of the PA group at various opportunities (e.g. new Prep parent night)
- Support the President and other members in their roles on the committee
- Support the secretary to prepare newsletter/bulletin reports and updates

Secretary

- Keep a list/register of all committee members
- Maintain and update the Facebook page. Respond to messages in a timely manner.
- Ensure Businesses who donate to the school events received the required promotion i.e. FB posts, Newsletter mentions etc
- Maintain the Committee email
- Set up committee meetings and events
- Take and distribute minutes of meetings including action items. Upload minute meetings to Dropbox
- Ensure records of events are updated and feedback logged in group folders on Dropbox
- Email out event details to the appropriate Parent Reps and committee rep 4 weeks prior to the event
- Prepare or remind committee members to prepare newsletter/bulletin updates
- Maintain Dropbox account.

Treasurer

- Prepare cash floats for each event (or delegate to a committee member)
- Count the money taken at each event (with committee member support)
- Prepare a profit and loss for each event
- Co-ordinate with the school office regarding reimbursements and banking
- Liaise with Principal as required
- Ensure invoices are paid in a timely fashion
- Ensure that the financial records of the social and fundraising committee are kept in accountable order
- Coordinate the preparation of the financial statements of the committee for presentation at the AGM

Major Fundraiser Leader

- Lead a Major Fundraising Team by allocating clear roles and responsibilities
- Coordinate a time line to ensure the preparation and the event runs smoothly
- Support the people in the team and identify if anyone needs support as soon as possible
- Report back regularly to the committee by attending meetings, submitting minutes from Fundraising meetings, and having informal discussions
- Facilitate fundraising team meetings
- Aim to raise minimum \$20k
- Discuss all costs and receive approval of all expenditure (within reason) with the committee

Group Member

- Actively contribute feedback to the committee at meetings and gather any relevant community feedback on events and functions to ultimately improve
- Actively promote the work of the committee to the wider school community

- Encourage parent volunteer support for events and any relevant business involvement within school to support the work of the committee
- A group member will be nominated contact person for each of the year level run events to ensure the event runs smoothly and the year levels have a point of contact for all questions and support

DOGS leader

The facilitator of the DOGS is a voted in member of the Parents Associations at Galilee which is a volunteer group of parents whose purpose is to organise social events that are inclusive of the whole school community and to raise funds for the school.

- Communicate with the DOGS regarding school events and functions
- To facilitate catch ups (dinners, drinks etc.) ensuring that they do not clash with other school events in the calendar
- To attend or send a representative to the official Committee Meetings (1 per term)
- Organise with a team and facilitate the annual DOGS camp
- Support events (social and fund-raising) that are organised by the Committee and/or year levels by communicating information to the DOGS email list and encouraging volunteers
- Report any monies raised, taken or spent for any reason to the Treasurer and to be banked in the parent's association account unless organised prior with the Principal. All monies spent to be documented and receipts handed to treasurer for reimbursement