



## Position Description- Fete Committee

Updated 25<sup>th</sup> February 2014

<b>Position Title:</b>	<b>Fete Committee</b>
<b>Purpose Of Position:</b>	The Fete Committee will work together with the Parents and Friends Association (P & F Assoc.) to organise a biannual fete to raise funds to be used by the school community to maximise educational benefits and by the Parish community to enhance the Parish.
<b>Responsible To:</b>	This position reports to the Parish Priest, the Principal and the P&F Assoc. . The decision to run a fete must be made at a Parents and friends meeting. Letters will then be sent to the Parish Community and the school community to ask for nominations to the Fete committee. The P & F Assoc. must support the Fete Committee nominations, which are then endorsed by the School Principal and Parish Priest. The Fete Committee shall elect a coordinator to liaise with the P & F Assoc. and the Parish on their behalf in all matters.
<b>Responsible For :</b>	The position holders are responsible for working together to : <ul style="list-style-type: none"> <li>• Elect an executive to organise the running of the fete</li> <li>• Maintain a close working relationship with the Parish Priest, the Principal and the P &amp; F executive</li> <li>• Inform the publicity officer about upcoming fete events to ensure the school community is informed</li> <li>• Liaise with the treasurer regarding money required and money received.</li> <li>• Review the fete at its completion and prepare a report suggesting any areas of improvement and strengths for future consideration.</li> <li>• Report the results of the fete to the Parish and P &amp; F Assoc. in an efficient manner.</li> <li>• Keep accurate records of all money paid out and received.</li> <li>• Keep accurate minutes of all meetings held and positions voted upon and office bearers elected.</li> </ul>
<b>Tenure:</b>	Members of the Fete Committee are elected for the event and can serve consecutive terms.
<b>Key Accountabilities:</b>	The Fete Committee will: <ul style="list-style-type: none"> <li>• Attend P &amp; F Assoc. meetings and report on progress and upcoming events</li> <li>• Submit items to the publicity officer for inclusion in the school newsletter where appropriate to promote upcoming fete events and inform the school community of their results.</li> <li>• Provide written and verbal reports at P &amp; F Assoc. meetings</li> <li>• Liaise between the school and parish community.</li> </ul>

