



## Position Description- Fund Raising Committee coordinator

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

<b>Position Title:</b>	<b>Fund Raising Committee Coordinator</b>
<b>Purpose Of Position:</b>	The Fund Raising Committee coordinator will work together with the Parents and Friends Association (P & F Assoc.) to raise funds to be used by the school community to maximise educational benefits to the students.
<b>Responsible To:</b>	This position reports to the P&F Assoc. Executive Committee and the Principal. The P&F Assoc. must support the Fund Raising Committee nominations, which are then endorsed by the School Principal. The Fund Raising Committee shall elect a coordinator to liaise with the P & F Assoc. on their behalf in all matters.
<b>Responsible For :</b>	<p>The position holders are responsible for:</p> <ul style="list-style-type: none"> <li>• Determining in consultation with the Principal and the P &amp; F Assoc. what fund raising events will be held during the school year</li> <li>• Maintaining a close working relationship with the Principal and the P &amp; F executive</li> <li>• Informing the publicity officer about upcoming fund raising events to ensure the school community is informed</li> <li>• Liaising with the treasurer regarding money required and money received.</li> <li>• Reviewing fund raising activities and prepare a report suggesting any areas of improvement and strengths for future consideration.</li> <li>• Reporting the results of the fundraiser to the P &amp; F Assoc. in an efficient manner.</li> <li>• Submitting proposals, where appropriate, to the Parents and Friends Committee about new fund raising initiatives.</li> <li>• Allocating roles and responsibilities within the committee and coordinating them.</li> <li>• Sourcing resources such as prizes or gifts that are appropriate for the event and the school community.</li> </ul>
<b>Tenure:</b>	Members of the Fund Raising Committee may serve for four consecutive years



# Our Lady of Mt Carmel Primary Parents and Friends Association



<b>Key Accountabilities:</b>	<p>The Fund Raising Committee will:</p> <ul style="list-style-type: none"> <li>• Attend P &amp; F Assoc. meetings and report on fund raising events</li> <li>• Organise fund raising events as outlined in the school calendar and decided upon by the P &amp; F Assoc. at meetings.</li> <li>• Submit items to the publicity officer for inclusion in the school newsletter to promote upcoming fundraising 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 with the treasurer about money raised and spent</li> </ul>
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## Position Description- Fund Raising Committee Member

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

<b>Position Title:</b>	<b>OLMC Parents and Friends Fund Raising Committee Member</b>
<b>Purpose Of Position:</b>	The members of the fund raising committee of Our Lady of Mount Carmel Parents and Friends Association (P&F Assoc.) support the Fund Raising Committee Coordinator of the P&F Assoc. in their duties and to perform those duties assigned to them at meetings of the fundraising committee.
<b>Responsible To:</b>	<p>This position reports to the P&amp;F Assoc. Executive Committee and the Principal and the fund raising committee coordinator.</p> <p>The P&amp;F Assoc. must support the Fund Raising Committee nominations, which are then endorsed by the School Principal.</p> <p>The Fund Raising Committee shall elect a coordinator to liaise with the P &amp; F Assoc. on their behalf in all matters.</p>
<b>Responsible For :</b>	<p>The position holder is responsible for :</p> <ul style="list-style-type: none"> <li>• Assisting the fund raising committee coordinator in her/his duties as required.</li> <li>• Consulting with fellow committee members about decisions that need to be made and evaluations of events held.</li> </ul>
<b>Tenure:</b>	Members of the Fund Raising Committee may serve for four consecutive years
<b>Key Accountabilities:</b>	<p>The Fund Raising Committee members will:</p> <ul style="list-style-type: none"> <li>• Share duties and responsibilities as agreed e.g. being responsible for sourcing donations.</li> <li>• Being supportive and attending meetings.</li> </ul>

