



## Position Description- Social Committee

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

<b>Position Title: Social Committee</b>	
<b>Purpose Of Position:</b>	The Social Committee will work together with the Parents and Friends Association (P & F Assoc.) to organise social events to bring the school community together.
<b>Responsible To:</b>	This position reports to the P&F Assoc. Executive Committee and the Principal. The P&F Assoc. must support the Social Committee nominations, which are then endorsed by the School Principal. The Social Committee shall elect a coordinator to liaise with the P & F Assoc. 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>• Determine in consultation with the Principal and the P &amp; F Assoc. what social events will be held during the school year</li> <li>• Maintain a close working relationship with the Principal and the P &amp; F executive</li> <li>• Inform the publicity officer about upcoming social events to ensure the school community is informed</li> <li>• Liaise with the treasurer regarding money required and money received.</li> <li>• Review social activities and prepare a report suggesting any areas of improvement and strengths for future consideration.</li> <li>• Report the results of social activities to the P &amp; F Assoc. in an efficient manner.</li> </ul>
<b>Tenure:</b>	Members of the Social Committee may serve for four consecutive years
<b>Key Accountabilities:</b>	The Social Committee will: <ul style="list-style-type: none"> <li>• Attend P &amp; F Assoc. meetings and report on social events</li> <li>• Organise social 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 social events and inform the school community of their results.</li> <li>• Provide written and verbal reports at P &amp; F Assoc. meetings</li> </ul>

