

POSITION DESCRIPTIONS

SUBCOMMITTEE CHAIRS/COORDINATORS

Building & Grounds

- Foster good communication and relationships amongst P&C Executive, P&C members, the School and the broader community.
- To develop and consider various capital works plans and proposals and to consider implementation strategies.
- Work with the principal to develop, maintain and implement the Master Plan for the School.
- Provide a report at each P&C meeting which outlines the subcommittee's activities to date and either present or delegate to a member of the subcommittee to do so in your absence.
- Conduct regular subcommittee meetings as needed to discuss the progress of current and future projects
- Effective communication to the school community in relation to proposed works.

Fundraising

- Foster good communication and relationships amongst P&C Executive, P&C members, the School and the broader community.
- Co-ordinate the schedule of events for the P&C Fundraising and Events including a call for lead volunteers for each event.
- Mentor lead volunteers for each event in any administration and resources needed and facilitate the call for team volunteers
- Conduct regular subcommittee meetings as needed to discuss the progress of both current and future events
- Keep track of the financials for each event conducted under the scope of the subcommittee to ensure accurate reporting
- Provide a report at each P&C meeting which outlines the subcommittee's activities to date and either present or delegate to a member of the subcommittee to do so in your absence
- In preparation for the next year provide a draft schedule and estimated budget of fundraising and events to the P&C Committee for endorsement at the last meeting of the previous year

Wobbeongs Swim Club

- Foster good communication and relationships amongst P&C Executive, P&C members, Wobbeongs Swim Club, the School and the broader community.
- Responsible for key decision making in consultation with other subcommittee members for general leadership.
- Oversee accountability of the swim club.
- Organise the weekly volunteer roster for club meets.
- Responsible for ensuring access to and security of the pool area for club business – opening and closure of pool area on Fridays and squad mornings.
- Act as a representative of the club at P&C meetings as required (during Terms 4 and 1) and provide reports
- Conduct regular subcommittee meetings as needed.
- Initiate and/or assist in fundraising for the swim club (may also include general P&C fundraising)
- Recruitment of Swim Coach when required.