



**ST PIUS X PARENTS AND FRIENDS  
POSITION DESCRIPTION  
Class Representative Coordinator**

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- POSITION:** Class Representative Coordinator
- LOCATION:** St Pius X Catholic Primary School  
Corner Ley Street and Cloister Avenue  
MANNING WA 6152
- REVISION DATE:** March 2014
- OBJECTIVE:** The principle objectives of this position are to:
- Coordinate all school fund raising and social community events in liaison with the Parents and Friends (P&F), Executive Committee and the School Principal.
  - Work with Class Representatives during event planning and execution providing open lines of communication.
- STATUS:** This volunteer position will report directly to P&F Executive Committee and the School Principal.
- A minimum of two Class Representative Coordinators shall work together in any one year.
  - The class Representative Coordinator role will be held for a maximum of two consecutive years.
  - The Class Representative Coordinator holds a position on the P&F Executive Committee.
- RESPONSIBILITIES:** Responsibilities of this role will include:
- Act in accordance with the P&F Constitution.
  - Act in accordance with the School Vision, Mission and Values.
  - Act in accordance with School Policies.
  - Advertising and then appointing Class Representatives for each new school year.



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- Provide a contact list of all Class Representatives to the P&F President and School Administration.
- Coordinating the network of Class Representatives with regards to planning and connecting together as need be.
- Meet with the Class Representatives at the beginning of the school year to outline duties and expectations and to share ideas for possible social functions.
- Distribute emails to the Class Representatives as requested by the P&F Executive Committee outlining the specific roles and responsibilities of each upcoming event.
- Work closely with Class Representatives to plan, organise and execute all events predetermined in the St Pius X Event Planner.
- Attend regular P&F Executive Committee meetings and work in close liaison with the P&F Executive Committee and the School Principal. They will report on the portfolio at each meeting.
- With direction from the P&F Executive Committee and the School Principal prepare a St Pius X Event Planner which documents all events and fundraising ideas in the forthcoming year.
- Work in close liaison with the P&F Executive Committee and the School Principal to ensure fundraising and whole school community events occur throughout the school year.
- Attend P&F General meetings to report on current events and portfolio planning.
- Maintain an Event History in an electronic record format (Microsoft Word) that shall be provided to the school and future Class Representative Coordinators. The event history shall record key information with regards to a particular event to assist in the preparation of future events.



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### **EXPERIENCE/**

The following qualities are considered beneficial for the combined Class Representative Coordinator roles:

### **PERSONAL ATTRIBUTES:**

- Computer literate –Intermediate level of knowledge of Microsoft Word.
- Ability to volunteer personal time on a consistent basis.
- Proficient planning and organisation.
- A happy disposition.
- A flexible and adaptable nature.
- Excellent interpersonal skills.
- The ability to handle pressure.
- The ability to work autonomously and in a team environment.
- Hands-on attitude.