



**ST PIUS X PARENTS AND FRIENDS
POSITION DESCRIPTION
Subcommittee Coordinator**

- POSITION:** Subcommittee Coordinator
- LOCATION:** St Pius X Catholic Primary School
Corner Ley Street and Cloister Avenue
MANNING WA 6152
- REVISION DATE:** July 2014
- OBJECTIVE:** The principle objectives of this position are to:
- Coordinate special school fund raising or social community events in liaison with the Parents and Friends (P&F), Executive Committee and the School Principal.
 - Work with Class Representative Coordinators and Class Representatives during special event planning and execution providing open lines of communication.
 - A special event would be classed as an event outside the normal P&F events usually lead by the Class Representative Coordinators. Examples include a Fete, Ball, End of Year Event or any other event determined as a special event by the Executive Committee.
- STATUS:** This volunteer position will report directly to P&F Executive Committee and the School Principal.
- The Vice President will act as the convener of any Subcommittees.
- 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.



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- Seek Subcommittee members to assist in the organisation and running of the special event.
 - Develop a budget and high level plan for the special event. This needs to be presented to the Executive Committee for approval prior to proceeding with planning the special event.
 - Seek direction from the Treasurer on how expenses and revenues are to be managed in accordance with the P&F Constitution.
 - Coordinating the network of Class Representative Coordinators and Class Representatives with regards to planning and connecting together as need be.
 - Distribute emails to the Class Representative Coordinators and Class Representatives as required outlining their specific roles and responsibilities of the upcoming special event.
 - 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 special event at each meeting as required. An update on the budget shall be provided at these meetings.
 - Attend P&F General meetings to report on the special event planning as required.
 - Maintain an Event History in an electronic record format (Microsoft Word) that shall be provided to the Executive Committee once the special event has been closed. The event history shall record key information with regards to a particular special event to assist in the preparation of future special events.

EXPERIENCE / PERSONAL ATTRIBUTES

The following qualities are considered essential:

- Computer literate –Intermediate level of knowledge of Microsoft Word.
- Ability to volunteer personal time on a consistent basis.
- Proficient planning and organisation.



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- 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.

SUBCOMMITTEE MEMBERS:

The Subcommittee Coordinator will operate with assistance:

- To ensure a shared workload for these volunteer roles it is recommended that a minimum of three and a maximum of 5 members will work with the Subcommittee Coordinator.
- The Subcommittee members will work in conjunction with the Subcommittee Coordinator to ensure the responsibilities of the Subcommittee Coordinator are achieved.