

PARKLEA PUBLIC SCHOOL FUNDRAISING COMMITTEE COORDINATOR

Fundraising Committee Coordinator Role

The fundraising committee coordinator's role is to preside at committee meetings, and manage the effective and efficient operation of the fundraising committee. You are welcome to join the Executive P&C if you so desire. This role may be shared.

Responsibilities checklist:

- Form a fundraising committee.
- Encourage, welcome and support community participation and consultation in fundraising events.
- Establish & maintain a data base for volunteers
- Prepare a yearly fundraising plan and proposed income with the committee.
- Provide timely information on the fundraising events to the community through the fortnightly P&C Newsletter, the use of flyers and posters, and through email.
- Reconcile fundraising takings in the presence of one other person, and bank all monies received immediately after the event is held.
- Maintain records of events held indicating expenses, income, volunteers needed, response from community, suppliers used, for future reference.
- Ensure that all volunteers sign an attendance sheet when volunteering as per OH&S guidelines.
- Attend monthly P&C meetings and provide a written report to the Secretary 1 week prior to the P&C meeting for distribution with minutes.
- Liaise with the school and advise them of the year's fundraising activities as planned for inclusion into their yearly planner.



PARKLEA PUBLIC SCHOOL UNIFORM SHOP

Fundraising Committee Coordinator Role

- Report to the Principal and the P&C Executive immediately any injury has occurred, whilst volunteering at a fundraising event.
- Seek advice, support guidance from the P&C Executive & General P&C members as needed.

The Fundraising Committee Coordinator shall be accountable to the P&C Executive or their nominee and shall report all financial information to the Treasurer.

