



P&C NON EXECUTIVE POSITIONS – FUNCTIONS

Grants Officer – Investigate potential organisations (government, private, philanthropy, service clubs) for obtaining financial grants/donations and the categories they would be likely to support.

Meet regularly with the Principal and the Projects Planning Officer to report on organisations identified and determine which projects to seek funding for.

Prepare draft submissions/applications for grants/donations and send to the Principal for review.

Once signed off by the Principal, send to the potential grantor.

Projects Planning Officer – Prepare and maintain a Plan for projects identified by through the Principal and P&C.

Meet regularly with the Principal and the Grants Officer to review the priority for projects and then determine which organisations, identified by the Grants Officer, should be approached for funding for the priority projects.

Uniform Co-ordinator - Provide great customer service to families both on the phone and face to face.

Needs to be able to liaise with clothing suppliers and place orders.

Perform monthly stocktakes.

Requires cash handling skills and undertake banking.

Working with both families and staff whilst fitting students and delivering orders.

Be able to keep the uniform shop neat and tidy and inviting for families.

Adhere to purchasing policy.

Fundraising Team – Plan and co-ordinate of fundraising activities (excluding grants) for the regular activities such as Mother's Day and Father's Day stalls, Sports Day catering and the annual raffle to be held just prior to the biennial concert and the art and photography event.

Following selection of the team, one member will be appointed as the leader who will provide a report at each P&C meeting on behalf the team.

QCPCA Representative – Represent the P&C at various P&C meetings, workshops and activities and report back to the P&C Committee on information obtained.

This role excludes attendance at the annual P&C Queensland Conference; special applications will be sought for attendance at that event.