

McDowall State School P&C Association



POSITION DESCRIPTION

Role Title: Book club Coordinator
Employment Status: Voluntary, Unpaid
Reports To: Fundraising Coordinator

P&C ASSOCIATION AIMS

McDowall State School P&C Association exists to promote the interests of the school in order to achieve the best educational outcomes for all children and to facilitate the development and improvement of the school (Source: Constitution 2016).

P&C ASSOCIATION OBJECTIVES

With a focus on working together to achieve the best educational outcomes for all students, the key objectives of the McDowall State School P&C Association are as follows:

1. Foster community interest in educational matters;
2. Try to bring about closer cooperation between the parents of children attending the school and other members of the community, staff members of the school and students of the school;
3. If asked by the principal, give advice and recommendations about
 - a. issues relating to persons who receive educational instruction at the school;
 - b. the general operations and management of the school;
4. Give or assist in the giving of financial or other resources or services for the benefit of persons who receive educational instruction at the school.

ROLE OBJECTIVES

1. Assist the McDowall State School Library staff to promote the Book Club program within the school;
2. Coordinate with the McDowall State School Library staff, the Book Club Program at McDowall State School including management of volunteers who assist with book club distribution.

RELATIONSHIPS

1. Fundraising Coordinator
2. Tartan Network Coordinator
3. Promotions Coordinator
4. Book club volunteers
5. McDowall State School staff
6. Scholastic Book Club Company
7. OSHC Bookkeeper

MAIN DUTIES/RESPONSIBILITIES

1. To actively promote the objectives and goals of the P&C Association;
2. Must be a member of the P&C Association;
3. Build good relationships with representatives from the Scholastic Book Club (IE. Kimberly Lucas; Scholastic Helpline);
4. Ensure timely payment of Scholastic Book Club accounts with assistance from the OSHC Bookkeeper who will organise a cheque;
5. Establish a Book Club schedule at the end of each year for the following year in consultation with McDowall State School Library Staff and the P&C Association President to avoid clashes with other events;
6. Build good relationships with voluntary workers and encourage a team spirit;
7. Maintain good relationships with the OSHC and Library staff and be considerate of their needs while undertaking book club activities in their space. Be conscious of noise if classes are using the spaces at the same time;
8. Arrange distribution of book club catalogues to all children each term, including an initial Information Letter with first issue (Term 1);
9. Provide teachers with catalogues for each Book Club (including due dates) and liaise with the Teacher Librarian who will usually present the Book Club process in a separate teacher meeting prior to Term 1;
10. Promote Book Club dates via the Tartan Times (Library Section), Tartan Network and Facebook page. This involves liaison with the Tartan Times school administration officer, Tartan Network Coordinator, and Promotions Coordinator respectively;
11. Secure and train sufficient numbers of volunteers to assist with book club distribution;
12. Ensure all volunteers comply with the [McDowall SS P&C Association Volunteer Policy](#) ;
13. Managerial jobs such as: checking and processing orders, keeping up with changes to book club procedures, managing the rewards program;
14. Deal with any notes, complaints or requests from school community in a polite and timely manner.

SKILLS & EXPERIENCE

Qualifications:

Nil

Experience:

- Nil

Skills:

- Strong attention to detail
- Organised and able to meet deadlines
- Able to work with others

PERFORMANCE GOALS

- 100% volunteer spots for book club filled

AVERAGE TIME COMMITMENT REQUIRED PER MONTH

- Meetings: attendance at monthly P&C Association General Meeting where possible (2 hours x 8 times per year)
- 1 Hour /week during school terms (more time may be required at particular times of the year).

Note: This is the anticipated minimum time required for the role to function well. As being part of the P&C Association is a voluntary role, the amount of time invested is up to the individual.

RELEVANT POLICIES AND PROCEDURES

- McDowall SS P&C Association Book Club Procedures (*currently being updated*)
- [McDowall State School P&C Constitution](#)
- [McDowall SS P&C Association Student Protection Risk Management Strategy](#)
- [McDowall SS P&C Association Volunteer Policy](#)
- [Purchasing Policy and Procedure for P&Cs](#)

P&C ASSOCIATION STRUCTURE

McDowall State School Parents and Citizens' Association 2016

