

McDowall State School P&C Association



POSITION DESCRIPTION

Role Title: Tartan Network Coordinator
Employment Status: Voluntary, Unpaid
Reports To: President McDowall State School P&C Association

This role is suitable for volunteers with young children or who work as the majority of activity can be done from home in your own time.

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

This role is established to facilitate communication between the P&C Association, class teacher and families via Tartan Network representatives (class representatives).

RELATIONSHIPS

1. P&C Association President
2. Volunteer Tartan Network representatives
3. P&C Association Office Bearers

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 Tartan Network representatives;

4. Provide each Tartan Network representative a Tartan Network Representative Starter Pack each year (including Tartan Network Representative Position Description; Tartan Network template for distribution to the class; Volunteer Policy) and respond to any questions they may have about the role;
5. Forward communications in a timely manner so that families receive information with enough notice to respond if required.

SKILLS & EXPERIENCE

Qualifications:

Nil

Experience:

No specific experience required

Skills:

- Good communication skills including influencing skills
- Work well with others
- Well organised and good time management skills

PERFORMANCE GOALS

- Tartan Network Starter pack developed;
- Every class to have a Tartan Network representative by 31 March of each school year;
- Face to face role orientation for all Tartan Network representatives held by 31 March of each school year;
- Communications forwarded to Tartan Network representatives within 24 hours of receipt.

AVERAGE TIME COMMITMENT REQUIRED PER MONTH

- Meetings: Attendance at monthly P&C Association general meetings is encouraged but not mandatory;
- The start of each year will likely require time to ensure that each class has a representative in place;
- Once class representatives have been secured, the role should only require 30min per month.

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

- Communications policy
- [McDowall State School P&C Constitution, April 2015](#)
- [McDowall SS P&C Association Student Protection Risk Management Strategy](#)
- [McDowall SS P&C Association Volunteer Policy](#)

P&C ASSOCIATION STRUCTURE

McDowall State School Parents and Citizens' Association 2016

