

# McDowall State School P&C Association



## POSITION DESCRIPTION

**Role Title:** Community Events Coordinator  
**Employment Status:** Voluntary, Unpaid  
**Reports To:** President McDowall State School P&C Association

## 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. Increase family engagement in non-fundraising P&C Association activities;
2. Increase the number of P&C Association members;
3. Support the retention of P&C Association knowledge through electronic storage;
4. Assist the P&C Association to achieve its goal in promoting itself within the school community but also within the external community.

## RELATIONSHIPS

1. P&C Association Executive (P&C Secretary and P&C Treasurer)
2. Tartan Times Coordinator in School Administration
3. Tartan Network Coordinator
4. OSHC Leadership Team
5. Shops Chairperson
6. School banking Coordinator
7. Book Club Coordinators
8. Fundraising Coordinator
9. Local community services, businesses and government bodies

## **MAIN DUTIES/RESPONSIBILITIES**

1. Secure a coordinator for each community event;
2. Support the Event Coordinator in running the event
  - a. Provide the P&C Association templates (promotional templates with P&C Association logo; budget management; volunteer sign on sheets; previous year's documentation if the coordinator is new);
  - b. Enter the event on VolunteerSpot if volunteers are required, and generate a link for volunteer sign-ons;
  - c. Create an online event registration for each event where interested community members can register their intended attendance (e.g. Eventbrite);
  - d. Promote the event via the Tartan Times, McDowall State School P&C Association Facebook page and the McDowall State School P&C Association website.
3. Risk management
  - a. In consultation with the WH&S Coordinator, document a risk management plan for each event and have this ratified at a General Meeting prior to the event;
  - b. Complete an Event Declaration Form for Marsh Insurance to ensure that all volunteers are covered by our Liability Insurance.
4. Event promotion
  - a. Submit an article for the Tartan Times including the VolunteerSpot link;
  - b. Send the VolunteerSpot link to the Promotions Coordinator for uploading onto the P&C Association website and Facebook page;
  - c. Send an email including the VolunteerSpot link to the Tartan Network Coordinator to distribute via the Tartan Network.
5. Report event outcomes to P&C Association at the General Meeting following the event:
  - a. % volunteer spots filled;
  - b. Number of volunteer hours required to make the event happen;
  - c. Expenses incurred;
  - d. New memberships obtained as a result of an event;
  - e. Any volunteer or participant feedback about the event.

## **SKILLS & EXPERIENCE**

### **Qualifications:**

Nil

### **Experience:**

- Event management experience highly desirable
- Community development experience highly desirable

### **Skills:**

- Excellent verbal and written communication
- Accurate and proficient record keeping skills
- Strong attention to detail
- Organised and able to meet deadlines
- The ability to negotiate with external and internal stakeholders

- Results focused
- Networking skills

### **PERFORMANCE GOALS:**

- Timely completion of promotional activity (Tartan Times articles, website updates, Facebook);
- Each event has an Event Coordinator secured;
- Each event has a VolunteerSpot sign up and link and or online event registration (e.g. Eventbrite);
- Demonstrate an increase in P&C Association membership.

### **AVERAGE TIME COMMITMENT REQUIRED PER MONTH:**

- Meetings: attendance at monthly P&C Association General Meeting where possible (2 hours x 8 times per year);
- 2 Hours /week (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**

- Communications policy
- Electronic Sign policy
- [P&C Social Media Guide](#)
- [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

