CAN YOU HELP US FILL IN THE PIECES?

Annual General Meeting
Tuesday 4 December 2012

9.00am in the Staffroom
All welcome – come along for a coffee and some nibbles. There is no obligation to take on a role if you attend!

A very big THANK YOU to this year’s committee for all your effort and enthusiasm. All positions are open for 2013. Role descriptions are attached or contact Liz Fowler on 0430 980 418 for further details.

President
Vice President
Second Hand Uniforms
General Committee
Walkathon Committee
Book Club Organisers
Main Event 2013 Committee

Class Rep Coordinator
Icy pole Sales
School Council Liaison
Yard Duty Roster
Footy Tipping
Special Lunch Committee
Stalls (Mother’s Day/Father’s Day)

PARENTS’ ASSOCIATION COMMITTEE 2013 – EXPRESSIONS OF INTEREST
Please return to the office by Friday 30 November.

NAME: ______________________________________________________________

CONTACT NUMBER: ________________________________

ELDEST CHILD & GRADE: ______________________________________________

AREA OF INTEREST: ___________________________________________________
PARENTS’ ASSOCIATION – COMMITTEE DESCRIPTIONS 2013

President
The main role of the President is to chair the monthly meetings and to delegate tasks within the committee, or wider school community. Meetings are currently held on a Tuesday morning at 9am in the staffroom. This time slot may be changed according to what suits the members of the committee. The role also requires a small amount of public speaking, e.g. at assembly now and then, but also at events such as new Prep parent functions. The president also needs to write a column in the newsletter once a fortnight and deal with any correspondence as required.

Vice-President
The Vice-President acts as a support person for the President and may be required to chair meetings when the President is unavailable.

Secretary
Attend monthly meetings, take minutes and distribute to committee members via email.

School Council Liaison
Attend School Council Meetings as Parents’ Association representative and report on issues arising from Parents’ Association meetings. School Council meetings are held generally held monthly on a Wednesday evening. Write report for each meeting summarising School Council issues.

Special Lunches (requires 3 people)
Co-ordinate Special Lunches 4-6 times per year (your choice according to the time you have available). This includes distributing the initial form to each family, collating orders, ordering food from various suppliers, organising delivery or pick-up of goods, packing up lunches for distribution to each classroom. This role is quite labour intensive leading up to each Special Lunch. This role has thorough guidelines and procedures to follow making it very straightforward in an administrative sense. We have always had plenty of people willing to help with collation and packing days.

Icy Poles
Responsible for putting together the roster for Friday icy pole duty (as for Yard Duty) and also checking stock levels every fortnight. Ordering icy poles from supplier, restocking and defrosting the freezer as required.

Stalls
A great role for a group of friends who enjoy shopping and finding interesting gifts! Responsible for purchasing and ordering merchandise for the Mother’s Day and Father’s Day stalls. Once the stock arrives it needs to be counted, checked and stored. A small profit is nice, so you need to be able to work out profit margins, pricing etc. Parent helpers need to be coordinated for both wrapping and stall dates (we always get lots of support!) and a roster distributed. The work is spread out throughout the year.

Yard Duty
Responsible for putting together the yard duty roster once each term, which involves preparing the notice asking for help, photocopying, setting up a spread sheet, collating responses, communicating with all helpers via email. Approx. three hours work per term.
Second Hand Uniforms
Responsible for putting together the roster for the second hand uniform shop, which opens each Friday between 3 and 3:45pm. Also responsible for sorting through donated stock and deciding when we need to reduce levels of particular items.

Main Event
Responsibility for planning our major social event for the year, together with input from the rest of the committee. Depending on the event, this role is time consuming and may involve approaching local businesses and the wider school community for potential sponsorship.

Book Club
Responsible for coordinating 3-4 book club offers throughout the year from distributing catalogues, collating orders and then distribution of orders to each class. Best for 2-3 people (and helpers on the day to unpack the orders) as there is a lot of work involved with checking the delivery against what has been ordered.

Class Rep Coordinator
The main role of the class rep co-ordinator is to liaise (mostly via email) with all class reps. The first job for the year, however is to send out class rep nomination forms so that each class can select a class rep. The class rep co-ordinator then liaises with the class reps, usually to inform them of any special events or a request to send an email out to their classes (usually asking for helpers for special events). The class rep co-ordinator also needs to be aware of what classes are doing for social functions and in turn pass this on to the office for their records.

Walkathon (2 people preferably)
Responsible for coordinating our annual walkathon including distribution of forms to every student, organising prizes/ribbons/drinks and coordinating help roster.

Footy Tipping
Please contact Trish Burrows at burrowstrish@gmail.com if you are interested in taking this on in 2013.

GIPS Father’s Day Breakfast (recommend 2-3 coordinators)
The GIPS Father’s Day Breakfast is usually held on the Thursday morning, 7.30-8.45am, before Father’s Day. Helpers need to be there from 6.30am until approx. 9.15am depending on their rostered shift. It takes about 4-5 weeks to organise, starting with setting up a timeline of tasks to be completed. It involves coordinating when the initial introductory/ordering notice is to go out to families along with a request for helpers form, reminders in the newsletter, liaising with Pancakes on the Run, Brumby’s and Safeway regarding menu items and any equipment needed, collating final orders (made a lot easier with the new on-line ordering system), picking up food items and equipment, setting up a roster of helpers for the morning, photocopying tickets to be used on the morning, and finally co-ordinating everything/everyone on the morning. It is a very rewarding event to co-ordinate as the Dads, kids and helpers have a great time!!

General Committee Member
Assistance as required across the committee’s activities, particularly with smaller fundraising activities.

Please feel free to contact Liz Fowler with any queries or for further clarification.
Mobile: 0430 980 418 or Email: efowler@bigpond.net.au