Committee Roles – Special Events and Community Activities

Special Lunches Rep
The Special Lunch Rep is responsible for coordinating Special Lunches, typically one per term, throughout the school year. Special Lunches are usually themed events such as the Easter Lunch (hot cross buns and chocolate eggs), Footy Lunch (party pies and sausage rolls) and the French Lunch (chocolate croissants, etc.). Responsibilities of this committee include: the distribution of order details and menus to all school families; the coordination of various suppliers; organising the delivery or pick-up of goods; and packaging of lunches. The members of this committee also make recommendations to the PA, within accepted guidelines, regarding the selection of suppliers.

Icy Pole Rep
This role is responsible for compiling the roster for the weekly Icy Pole duty (traditionally Friday) and also for checking stock levels on a regular basis (usually fortnightly). The Icy Pole Rep is also responsible for placing orders from the supplier and for restocking and defrosting the freezer as required throughout the school year. The Icy Pole Rep also assists in supplying icy poles for special events such as the Prep BBQ, Family Fiesta and Take-off Programs.

Stalls Rep
The Stalls Reps (usually 2) are responsible for overseeing the procurement of merchandise for the Mother’s Day and Father’s Day stalls. This includes the selection and purchasing of merchandise; stocktaking and storage at the school; and keeping track of expenditure and receipts. The role also involves the coordination of parent helpers to assist with gift-wrapping and the management and distribution of the Stalls roster throughout the course of the school year.

Lunchtime Duty Rep
The Lunchtime Duty Rep is responsible for organising the Lunchtime Duty roster each term. It is a hands-on role that involves scheduling, distributing “help-wanted” notices to Parents, liaising with the Principal’s office, communicating with parent helpers and performing various administrative tasks. The role requires approximately 3-4 hours of work per term.

Second Hand Uniforms Rep
This role is responsible for organising the duty roster for the Second Hand Uniform shop, which is open most Fridays from 3:15pm to 3:45pm. It also involves sorting through donated stock and maintaining an appropriate level of second hand items during the course of the school year.

School Uniform Liaison
The primary focus of this role is to provide support to the Principal in managing the school’s relationship with the student uniform supplier.

Main Event Coordinator
The Main Event Coordinator oversees the end-to-end planning of the school’s major fundraising event for the year. This role involves the coordination of other members of the PA, School Council, Principal’s office, plus a large number of parent helpers, volunteers, third-party suppliers and sponsors.
Cake and Produce Stalls Committee
A Cake and Produce Stall is held each term (4 in total) and is a much anticipated event. There are 3 Cake and Produce Stall Coordinators who liaise with the class reps, parents and school office. They also coordinate and have responsibility for the notices, food safety practice, packaging and receiving of goods, set-up, manning of stalls, take down and funds raised. Each class is invited to stock and man one stall during the year.

Book Club Reps
The Book Club Reps (ideally 3 or more) are responsible for coordinating three or four Book Club offers throughout the year. This includes distributing catalogues, collating orders and the distribution of orders (with the assistance of volunteers and Class Reps) to each class.

Walkathon Rep
The Walkathon Reps (usually 2) are responsible for the coordination of the annual GIPS student walkathon. This includes the distribution of entry forms to every student, liaising with teachers and staff, organising prizes/ribbons/drinks, coordinating the help roster and collecting/collating donations.

Footy Tipping Coordinator
The main functions of this role are: outlining the general rules of the competition; the selection online service provider; hands-on setup and promotion of the competition; liaising with the GIPS office; and monitoring the competition over the course of the AFL season. The Footy Tipping Coordinator also provides regular updates for Assembly announcements and organises the certificates for the winners.

Father’s Day Breakfast Rep
The Father’s Day Breakfast Reps (ideally 2 or 3) are responsible for organising this annual event that is usually held on the Thursday morning (7.30-8.45am) before Father’s Day. This involves the enlistment of Parent Helpers as well as coordinating newsletter reminders, managing third-party providers, organising food items and equipment, scheduling rosters, ticketing and other administrative tasks.

Lost Property Coordinator
The Lost Property Coordinator is responsible for the overseeing the return of students’ lost property to their families. This is a hands-on role and is supported by both Parent and Student volunteers. The role involves regular (weekly) on-site reviews of the lost property holding area to ensure that it is safe, clean and tidy at all times. It also involves communicating with the Principal’s Office as well as GIPS families.

Friends of the Library Coordinator
The “FOTL” Coordinator is responsible for scheduling monthly meetings and sending communications to the group on behalf of the Library Liaison Teacher/s. This role includes coordination of volunteers for FOTL library tasks and additional tasks (as required) throughout the year. The availability to work an hour in the library, once a week, with the Library Liaison Teacher/s is beneficial but not essential.

General Committee Members
The PA relies on the assistance of General Committee Members to assist with a variety of activities. The involvement of General Committee members is an invaluable part of our fundraising efforts, other school activities and local community events. Examples of these include opening the library for students during lunchtime, covering library books, helping out with “sausage sizzles” and ensuring the school’s involvement in local events such as Education Week and the Ashburton Festival.