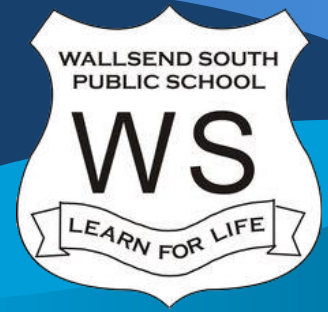


Wallsend South Public School P&C



Fundraiser Convenor

POSITION DESCRIPTION

The Fundraiser Convenor is elected at the P&C Association's Annual General Meeting.

Duties

The Fundraising Convenor plans, oversees and co-ordinates any fundraising events. They also preside over the Fundraising Sub-Committee, take minutes, maintain records of all events, expenditure and income received from each event. The Fundraising Convenor reports to the P&C.

Specific duties include:

- Co-ordinate and chair sub-committee meetings to plan and discuss fundraising ideas which will then be taken to the P&C meeting for approval by the P&C.
- Organise fundraising initiatives.
- Ensure that meetings are properly convened according to the Fundraising Sub-Committee rules.
- Ensure that proper meeting procedures are adhered to.
- Act impartially in the best interests of the members of the Fundraising Sub-Committee.
- Liaising with the School Principal, the P&C Executive, the School Community and volunteers on matters relating to fundraising.

Document Created by Kellie Cathcart 17th February 2022

Document to be reviewed in February 2023