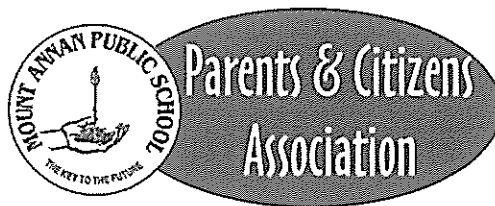


Non-Executive Role Descriptions



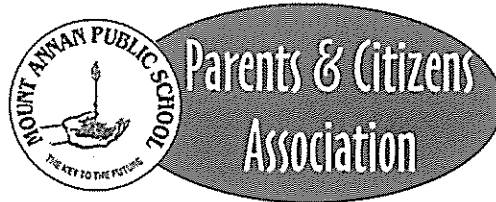
Role of the Uniform Shop Convenor

- Provide leadership in customer service to parents and carers in purchasing school uniforms
- Provide advice to parents and carers in line with the MAPS uniform policies, following consultation with MAPS P&C Executive and MAPS Executive
- Coordinate and maintain a team of volunteers to assist in the Uniform Shop
- Pick and pack uniform orders
- Liaise and negotiate with suppliers, account managers and place purchase orders in a timely manner to coincide with seasonal change and the beginning of year requirements
- Complete 6 monthly stock takes and report to MAPS P&C Executive
- Show integrity and honesty with cash handling, book keeping and reporting processes
- Regularly liaise with the MAPS P&C Executive (in particular, the treasurer) regarding ordering of stock, stock take, deposits of takings
- Gain approval from the MAPS P&C Executive and/or MAPS Executive before conducting any of the above
- Provide a written report on Uniform Shop activities and present at P&C General Meetings
- Liaise with MAPS Executive and MAPS P&C Executive (in particular, the Communication and Advertising Convenor) as needed regarding operational matters of the MAPS P&C Uniform shop and communication between the uniform shop and school community.
- Attend and assist with MAPS P&C run events, whenever possible
- Actively attend and engage in MAPS P&C Association Executive meetings, if required
- Support volunteers and foster fair participation of all members and ensuring that all new members are made to feel welcome

Role of the Fundraising Convenor

- Organise and Coordinate MAPS P&C fundraising events and major school events, with consultation and approval from The MAPS P&C Executive and MAPS Executive, with the aim to meet the MAPS P&C Association objectives
- MAPS P&C Association fundraising events can include, and are not limited to, the organisation and coordination of; School Discos, BBQ's (including at Elections), Mother's Day & Father's Day Stalls, School Fetes, Easter and Christmas events, Trivia nights or similar
- Gain approval from the MAPS P&C Executive and/or MAPS Executive before conducting any of the above
- Provide a written report on Fundraising activities and present at P&C General Meetings

Non-Executive Role Descriptions



- Attend and assist with MAPS P&C run events, whenever possible
- Actively attend and engage in MAPS P&C Association Executive meetings, if required
- Support volunteers and foster fair participation of all members and ensuring that all new members are made to feel welcome

Role of the Communications and Advertising Convenor

- Actively communicate to the school community, information deemed appropriate by the MAPS P&C Association, to assist in reaching the MAPS P&C objectives
- Seek means across different media to increase engagement of MAPS P&C events and notices
- Manage and monitor MAPS P&C social media
- Manage notifications of upcoming meetings to the school community
- Manage and coordinate community advertising in the school newsletter
- Gain approval from the MAPS P&C Executive and/or MAPS Executive before conducting any of the above
- Attend and assist with MAPS P&C run events, whenever possible
- Actively attend and engage in MAPS P&C Association Executive meetings, if required
- Support volunteers and foster fair participation of all members and ensuring that all new members are made to feel welcome