

POSITION DESCRIPTION: SOCIAL AND FUNDRAISING EVENTS LEADER

JOB OVERVIEW:

To organise and co-ordinate kinder social and fundraising events with the assistance and support of a sub-committee representative from each Kinder group.

KEY ACCOUNTABILITIES:

- To organise and manage social and fundraising events for the kinder throughout the year. Including, but not limited to, Welcome Event, Open Day, Main fundraising event and Christmas Party.
- Liaise with the Treasurer as required regarding fundraising efforts.
- Record fundraising revenue and expenditure and pass this onto the Treasurer.
- Organise to meet with the Social and Fundraising Events Sub-committee as required.
- Minute and record information shared at sub-committee meetings.
- Organise Kinder Photography annually.

DUTIES OF ALL COMMITTEE MEMBERS:

- A representative to attend monthly committee meetings and be punctual
- Keep informed by reading the agenda, reports, minutes and other relevant information
- Participate in all the activities of the committee
- Be aware of your health and safety responsibilities as per the Occupational Health and Safety Policy of the kindergarten
- Ensure any tasks allocated to you are completed by the agreed date
- Assist with Kinder Open Day
- Assist with planning and preparing for Annual General Meeting (AGM)

COMMENTS / ADDITIONAL INFORMATION:

- **Key relationships with:** Social and Fundraising Events Sub-committee, the Kinder staff, parents and committee members.
- Discuss the previous year's activities with people involved to see which were the most successful and favourite fundraising activities.
- Manage the Google Docs file and gmail account
- Provide an adequate handover to the future committee
- Update the IT committee member with upcoming events