

West End State School P&C - Liaison Officers Position Descriptions

Positions can be shared with no more than 2 people.

Swim Club Liaison Officer

West End State School P&C run a swimming club term 1 and term 4 on Thursday night (week 2-week 8) 6pm – 8pm. All WESS students of varying levels are welcome.

The Swim Club Liaison Officer is responsible for:

- Setting up the swim club events in the App (written procedure available)
- Help promoting the events on social media/school newsletter
- Organizing volunteers for starting/marshalling / time keeping BBQ & food service
- Arranging paid “lifeguard”
- Organising required permits / exemption for selling alcohol
- Locking up at the end of the evening
- BBQ
- Help engaging new and/or existing Swim Club sponsors. Make sure sponsorship obligations are met.
- Reporting on any Swim Club activities in P&C Operations Overview and motioning for any needed expenditure at a General Meeting
- Manage and work alongside volunteers – seek volunteer support as needed

BBQ involves

- Pre-ordering food, moving food from tuckshop to pool – ordered from tuckshop
- Purchasing drinks – ensuring cold
- Ensuring BBQ has gas – move from admin location /return
- Setting up tables for serving
- Buying (on the day items) including ice, tomatoes, lettuce
- Ensuring food preparation area clean
- Ordering supply of serviettes/cardboard serving plates
- Washing aprons and tea towels
- Collect money (electronically) for food and entry fee
- Ensure EFTPOS machine available (cashless)

A run sheet (cheat sheet) is available showing food orders

Grants Liaison Officer

As a not-for-profit organisation, WESS P&C is able to apply for various grants to help benefit the school community. This position has the responsibility of effectively

undertaking the administration of grants and contributions as well as the initial investigation and recommendation of funding opportunities.

The Grants Officer is responsible for:

- Liaise with P&C to source funding opportunities for identified and approved projects, events and infrastructure for the School
- Work with appropriate officers, school staff and Executive Members for the preparation of approved project estimates, planning, works, programs and project management arrangements
- Write submissions for grants for projects
- Proactively working with Finance team to develop the financial components of grant applications
- Liaise with Finance team to ensure grant funds are appropriately reported and acquitted
- Review funding agreements to capture all relevant milestones and recipient obligations in accordance with policy and procedures
- Help maintain a whole of organisation grants register of all grant applications, claims and payments
- Report on grant applications and outcomes for the Operations Overview and at meetings if required.

Community Engagement Liaison Officer

The P&C can only be effective if it has members and is able to engage with the school community and the broader West End Community.

Community Engagement will:

- Encourage P&C participation and engagement with parents/carers and broader community
- Coordinate and improve the annual Parent Representative Program
- Work closely with the President to develop and execute an annual parent/carer strategy and campaign to increase awareness and understanding of the P&C and ultimately increase membership
- Promote and encourage volunteer activity at events
- Coordinate and promote monthly Chit Chats at the P&C café
- Assist in creating community engagement content for P&C communications channels
- Assist in updating and maintaining the P&C section of the School enrolment handbook with the P&C Office
- Assist in updating and maintaining P&C collateral in the School's enrolment packs with the P&C Office

- Regularly attend School and P&C events to promote the work of the P&C and the benefits of P&C membership
- Promote sign up and engagement at school and P&C events, i.e. Under 8's Day, Prep Meet the Teacher day, School information evenings.
- Report on community engagement activities in Operations Overview and at meetings if required.