



Position Description

Title: Fundraising & Events Committee Member, P&C Committee, Wakehurst Public School

Sub-Committee: Fundraising & Events Committee

Reports to: Fundraising & Events Lead, P&C Executive Committee, Wakehurst Public School

Date prepared: November 2024

Prepared by: Vanessa Smith

Overview

Your enthusiasm, energy and passion to enhance the experience of our kids and community is key to be involved in the Fundraising & Events Committee. Your ability to work as a team will be crucial to help with the coordination and execution of fundraising events and community events within the calendar year. Your ideas and input will be valued to help raise crucial funds to enhance our kids' education. You will be supported by the 8-10 committee members, Fundraising & Events Lead, P&C Executive Committee and our amazing school community who help out at every event.

Responsibilities & Tasks

As a member you will responsible for the following tasks:

- Help with the coordination of annual events with support
- Help with the preparation of a budget of expenses per event
- Provide support to committee members and other parents involved in fundraising activities
- Meet with the Fundraising & Events Committee once per school term and more frequently in the lead up to events
- Attend P&C Meetings (twice per term, when possible)
- Positively promote our events, and committees
- Encourage and promote involvement within our school community
- Seek donations and sponsorship opportunities for events (as required)

Time Commitments

Fundraising & Events Committee Member time commitments based on the fundraising & events that were organised for 2024.

Event/Task	Quantity	Hours	Hours per Year
P&C Meetings (can be shared or rotated amongst the team)	4	2	8
Subcommittee Meetings	10	2	20
Easter Egg Raffle (Apr)	1	2	2
Mother's Day Stall	1	4	4
Mother's Day Breakfast (May)	1	5	5
Father's Day Stall	1	4	4
Father's Day Breakfast (Sep)	1	5	5
Other Ad Hoc Tasks	5	1	5
Total per Year			53
Average per School Week¹			1.3

¹ Based on 40 school weeks in a year
