



Role of the Fundraising Coordinator at Hermit Park State School P&C

The Fundraising Coordinator is a non-executive position of the Hermit Park State School's Parents and Citizens' Association (P&C). Fundraising is a significant part of the P&C and requires support from the school community.

Responsibilities include:

- To plan and manage fundraising activities and P&C-run events for the year; they are not responsible for undertaking all fundraising activities on their own, rather it is their role to manage, delegate and oversee all activities.
- It is good practice, though not compulsory, to prepare a fundraising plan as part of the P&C Annual Operational Plan at the beginning of the school year. Proposed dates for events should be assigned and communicated. The fundraising plan/events must be ratified by the P&C Executive prior to organising any events, to ensure that they meet P&C objectives and can be funded accordingly. The fundraising plan/events should also be discussed and agreed to by the school Principal to ensure that dates do not clash with school events or are in contravention of school ethos and principles.
- Pass on information to the communications coordinator to advertise upcoming events via the school newsletter, website, and Facebook page, P&C noticeboards and using signage displayed through the school grounds.
- Attend general and Executive meetings (where required) and provide a fundraising report (update) at the P&C meetings.