



# Friends of Frayne - Council Role Description

## Balmoral Campus Auxiliary Coordinator

Term of appointment: Minimum of one (1) year.

### PRIMARY OBJECTIVE:

The Balmoral Campus Auxiliary Coordinator supports the Balmoral Campus Coordinator and sub-school coordinators in the purchase and storage of consumables for Balmoral Campus events involving the Friends of Frayne.

### RESPONSIBILITIES:

- Comply with the Catholic School Parents Western Australia Group (CSPWA) Terms of Reference and the college Code of Conduct.
- Act and be seen to act in the best interests of the Friends of Frayne and its operations, and the school.
- Promote a spirit of community and co-operation amongst parents.
- In consultation with the Balmoral Campus Coordinator coordinate purchases for items required for events involving the Friends of Frayne.
- Report to the Balmoral Campus Coordinator.

### KEY TASKS:

- Purchase and maintain the storage of consumables and items required for Balmoral Campus functions and events, involving the Friends of Frayne.
- Maintain accurate records of purchases to submit to the Friends of Frayne Treasurer for expenditure and account reconciliation, adhering to the policies and procedures in place.
- Assist the Balmoral Campus Coordinator with executing Friends of Frayne events and initiatives.
- Attend and encourage parents to attend Friends of Frayne meetings and get involved.
- Abide by the Terms of Reference.

### SKILLS REQUIRED:

- Good communication skills.
- Strong organisational skills.
- Effective computer skills.