



# Friends of Frayne - Council Role Description

## Duncan Campus Auxiliary Coordinator

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

### **PRIMARY OBJECTIVE:**

The Duncan Campus Auxiliary Coordinator supports the Duncan Campus Coordinator and sub-school coordinators in the purchase and storage of consumables for Duncan 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 Duncan Campus Coordinator coordinate purchases for items required for events involving the Friends of Frayne.
- Report to the Duncan Campus Coordinator.

### **KEY TASKS:**

- Purchase and maintain the storage of consumables and items required for Duncan 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 Duncan 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.