



## FRIENDS of FRAYNE – EXECUTIVE COUNCIL ROLE DESCRIPTION

# DUNCAN CAMPUS COORDINATOR

Term of appointment: Minimum of two (2) years.

### PRIMARY OBJECTIVE:

The Duncan Campus Coordinator is responsible for the overall coordination of Duncan Campus events throughout the school year, including Friends of Frayne run events and College events where the Friends of Frayne provide support.

### 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.
- Direct and support council Sub-School Coordinators, Auxiliary members and other parent volunteers.
- Support the Friends of Frayne President's key tasks when necessary.
- Promote a spirit of community and co-operation amongst parents.
- Report to the Friends of Frayne President.

### KEY TASKS:

- Overall coordination of arrangements for specific Duncan Campus events and initiatives requiring parent support, volunteers and catering (where applicable).
- Liaise and collaborate with the Senior and Middle Sub-School Coordinators and the Auxiliary Coordinator.
- Liaise with the Heads of School on matters requiring Friends of Frayne support for Sub-School events, on a needs basis.
- Foster a positive and effective working relationship between the Heads of School and the Friends of Frayne Council.
- Prepare and present a Duncan Campus report at each Friends of Frayne meeting.
- Work with the Friends of Frayne Treasurer and President to develop an Annual Event Plan and budget.
- Coordinate the purchase and storage of consumables for Duncan Campus events involving the Friends of Frayne.
- Abide by the Terms of Reference.

### SKILLS REQUIRED:

- Excellent planning and organisational skills; ability to meet deadlines.
- Good communication skills.
- Good leadership skills and ability to delegate.
- Effective computer skills.