



# Friends of Frayne - Council Role Description

## Middle Sub-School Coordinator

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

### **PRIMARY OBJECTIVE:**

The Middle Sub-School Coordinator supports the Duncan Campus Coordinator in bringing together parent help from the Middle School and to assist at 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.
- Promote a spirit of community and co-operation amongst parents.
- Support the Duncan Campus Coordinator with their key tasks throughout the school year.
- Report to the Duncan Campus Coordinator.

### **KEY TASKS:**

- Liaise with and provide support/guidance to parents in Years 7, 8 and 9.
- In consultation with the Duncan Campus Coordinator, liaise with the Head of Middle School and occasionally with other key staff members on matters requiring Friends of Frayne support, on a needs basis.
- Assist the Duncan Campus Coordinator with executing Friends of Frayne events and initiatives.
- Assist the Friends of Frayne with the promotion of events within the Middle School.
- Attend and encourage parents to attend Friends of Frayne meetings and get involved.
- Abide by the Terms of Reference.

### **SKILLS REQUIRED:**

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