Friends of Frayne - Council Role Description

Scholastics Book Club Coordinator

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

PRIMARY OBJECTIVE:

The Scholastic Book Club Coordinator is responsible for managing the Scholastic Book Club relationship for and on behalf of the Balmoral Campus staff and students and assisting with the annual Book Fair held during Book Week.

RESPONSIBILITIES:

- Coordinate the overall membership, rewards and ordering process for Balmoral Campus staff at the beginning of each year.
- Coordinate and promote the Scholastic Book Club ordering and distribution process for all Preparatory and Junior school students in consultation with the relevant Balmoral Campus staff.
- In consultation with the relevant staff members, coordinate parent volunteers for the annual Scholastics Book Fair each year.
- 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.
- Report to the Friends of Frayne President and the Balmoral Campus Coordinator.

KEY TASKS:

- Oversee the communication and distribution of Book Club brochures to all Balmoral Campus students in consultation with nominated staff member(s).
- Promote the order process and deadlines via the college newsletter and social media.
- Collate and distribute Scholastic Book Club orders to students via the relevant staff at the Balmoral Campus.
- Liaise with the Balmoral Campus Coordinator in relation to securing the Scholastic Book Fair each year to be held in Book Week, including the Book Fair dates and times, the location on campus, the parent volunteer roster.
- Promote the Book Fair details via the college newsletter and social media.
- 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 organisational skills.
- Effective computer skills.