



FRIENDS of FRAYNE – EXECUTIVE COUNCIL ROLE DESCRIPTION

NOMINEE TO THE ADVISORY COUNCIL

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

PRIMARY OBJECTIVE: The Nominee to the Advisory Council acts as a conduit between the Friends of Frayne and the College Advisory Council.

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.
- Work collaboratively and constructively with the Principal.
- Report to the Friends of Frayne President for issues related to the Friends of Frayne, or the Chairperson of the College Advisory Council or the College Principal for issues relating to the Advisory Council.
- Help to facilitate a healthy level of communication between parents and the College Advisory Council, further enhancing the valuable on-going contribution by the Friends of Frayne to the school community.

KEY TASKS:

- Attends all meetings of the Friends of Frayne Council and reports on any matters discussed at the College Advisory Council meeting which are relevant to parents or the Friends of Frayne Council but are not of a confidential nature.
- Seek advice from the College Advisory Council Chairman or College Principal when in doubt on what matters can be reported at the Friends of Frayne Council.
- Attends all meetings of the College Advisory Council (two meetings per school term) bringing attention to any appropriate matters that the Friends of Frayne Council seeks to have raised at College Advisory Council level.
- Abide by the Terms of Reference.

SKILLS REQUIRED:

- A deep interest in the welfare of all students and staff; a desire to give service to the College Community.
- Strong organisational skills.
- Excellent communication skills.
- Effective computer skills.