



# Friends of Frayne - Council Role Description

## CARE PACKAGES COORDINATOR

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

### **PRIMARY OBJECTIVE:**

The Care Packages Coordinator is solely responsible for arranging heartfelt care packages for members of the Ursula Frayne Catholic College community grieving the loss of loved ones.

### **RESPONSIBILITIES:**

- In consultation with the College Head of Ministry coordinate the purchase, assembly and delivery of care packages to support students, staff members and their families across both college campuses.
- Comply with the P&F Group 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.

### **KEY TASKS:**

- Periodically purchase and maintain the inventory and storage of items used to form care packages for college students at both the Xavier Campus and the Joachim Campus, adhering to procurement guidelines.
- Assemble and tag the packages and deliver them to the respective college campuses, notifying the College Head of Ministry and the respective Head of School staff member at this stage of the process.
- The packages usually contain a small gift (age appropriate); an item to offer a prayerful focus for the family and a card or message of support from the Frayne community.
- 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.
- Adhere to the correct care packages coordination process as outlined by the Friends of Frayne Council in consultation with the college.
- Checks and manages the Care Packages email inbox.
- 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.