

**Position Title: Vice President**

**Date: Feb 2019**



### 1. **Summary**

The Vice President has the fundamental role of providing support to the President in their role. The VP is also responsible for supervising the four car park raffles (one per term), organising the raffle and volunteers to help with the Mother's Day (Term 2) and Father's Day stalls (Term 3), co-ordinating the second-hand uniform sales and organising the Orientation Morning Tea (Term 4, final week of school). The role assumes financial accountability for events within the remit of VP and works collaboratively with all members of the Executive Committee. The VP acts as President in their absence.

### 2. **JSSG Mandate**

The Vice President has an over-arching obligation to ensure the JSSG's aims are adhered to during their term. The aims of the JSSG are:

*Our aim is to enrich the educational and extra-curricular experiences of the children of St Paul's Junior School. We do this by:*

- *Fostering School community spirit by promoting communication between parents, the School and students*
- *Supporting the management and staff of St Paul's*
- *Encouraging relationships with other supporter groups and communicating the needs of the Junior School accordingly*
- *Cooperating with the St Paul's School Association on matters relating to the St Paul's Junior School*
- *Conducting a wide range of appropriate supporting activities*
- *Directing any funds raised from the above activities back to St Paul's Junior School*

### 3. **Essential Duties and Responsibilities**

Essential duties and responsibilities include the following. Other duties may be required.

- a) Work collaboratively with all members of the Executive Committee to ensure matters are addressed without delay.
- b) Act as President in their absence.
- c) Assume financial accountability for events within the remit of VP.

- d) Ensure volunteers at events complete the St Paul's School Volunteer Details Form and provide completed forms to the JSSG General Secretary as soon as possible.
- e) Complete and provide Event Financial Summary Form to Treasurer, together with any funds (cash) raised by each event.
- f) Assist the JSSG Communications Officer with moderating the JSSG Facebook Page for comments and answering enquiries.

#### **Car Park Raffles – Each Term**

- a) Complete FSUR Form if required.
- b) Act as the JSSG liaison for the Year Level responsible for coordinating the car park raffles.
- c) Maintain sufficient communications with the relevant Year Level to ensure that the event is carried out effectively.

#### **Second-hand Uniform Sales (Each Term plus at the Parent/Teacher Information Evening (Term 1) and the New Parent Welcome Morning Tea (Term 4))**

- 1. Running the second-hand uniform sales.
- 2. Complete FSUR Form if required.
- 3. Call for donations of unwanted uniforms in good condition from Junior School families.
- 4. Collection of donated uniforms from Junior School Reception.
- 5. Setting of dates for one second-hand uniform sale to be held each term.
- 6. Communicating to families that proceeds from the second-hand uniform sale fund the JSSG Helping Hand Grant.

#### **Mother's (T2) and Father's Day (T3) Stalls**

- a) Complete FSUR Form if required.
- b) Act as the JSSG liaison for the Year Level responsible for coordinating the stalls.
- c) Maintain sufficient communications with the relevant Year Level to ensure that the event is carried out effectively.
- d) Obtain all financial records (including invoices) from the Year Level, and make prompt payment to suppliers for stock, and reimburse out of pocket costs to volunteers.

#### **Orientation Day Morning Tea (Term 4, Final week of school)**

- a) Liaise with Mrs Connolly to ensure the event is carried out effectively.

- b) Liaise with Junior School staff members to complete FSUR Form and submit to Maintenance Coordinator as required.
- c) Arrange food.
- d) Arrange volunteers (from the Junior School parent community) to attend on the day to host.
- e) Liaise with the Second-hand Uniform Sale Coordinator to facilitate set up stall requirements.

#### 4. **Memberships**

Office Bearer must complete and submit a St Paul's School Volunteer Details Form and be a member of the SPS Supporters' Association and Junior School Supporters' Group (JSSG). Membership of the **Association** ensures the Office Bearer is covered by the relevant insurance policies taken out by the Association for volunteers.

#### 5. **Blue Card Requirements**

The Office Bearer must obtain a current Blue Card issued by Queensland Government Blue Card Services if requested to by the SPS Supporters' Association.