



## **EAST ADELAIDE SCHOOL PARENTS AND FRIENDS COMMITTEE ROLE STATEMENT**

### **Purpose**

- To build and maintain a strong sense of East Adelaide School Community
- Organise and coordinate fundraising events for the school

### **Membership of the Parents & Friends committee includes:**

- The Principal his/her nominee
- At least one member of the Governing Council
- Members of the East Adelaide School community

### **Meeting times:**

The committee meet twice/term prior to Governing Council meetings. Historically they have been at 6.30pm on a Tuesday, twice/term for an hour and a half.

When major fundraising events are scheduled additional meetings may be required.

### **The Role of the Parents & Friends Committee Includes:**

- Establish an annual event planner
- Plan, organise and coordinate social events for the community.
- Plan, organise and coordinate fundraising events including one major fundraiser a year.
- Participate in the recommendation of how fundraising proceeds are allocated
- Develop a close working relationship with and liaise with the Class Parent Representatives
- Report to Governing Council at each meeting and provide an annual report