Position Description- Fete Committee

Updated 25th February 2014

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Fete Committee</th>
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<td><strong>Purpose Of Position:</strong></td>
<td>The Fete Committee will work together with the Parents and Friends Association (P &amp; F Assoc.) to organise a biannual fete to raise funds to be used by the school community to maximise educational benefits and by the Parish community to enhance the Parish.</td>
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<td><strong>Responsible To:</strong></td>
<td>This position reports to the Parish Priest, the Principal and the P&amp;F Assoc. The decision to run a fete must be made at a Parents and friends meeting. Letters will then be sent to the Parish Community and the school community to ask for nominations to the Fete committee. The P &amp; F Assoc. must support the Fete Committee nominations, which are then endorsed by the School Principal and Parish Priest. The Fete Committee shall elect a coordinator to liaise with the P &amp; F Assoc. and the Parish on their behalf in all matters.</td>
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| **Responsible For:** | The position holders are responsible for working together to:  
• Elect an executive to organise the running of the fete  
• Maintain a close working relationship with the Parish Priest, the Principal and the P & F executive  
• Inform the publicity officer about upcoming fete events to ensure the school community is informed  
• Liaise with the treasurer regarding money required and money received.  
• Review the fete at its completion and prepare a report suggesting any areas of improvement and strengths for future consideration.  
• Report the results of the fete to the Parish and P & F Assoc. in an efficient manner.  
• Keep accurate records of all money paid out and received.  
• Keep accurate minutes of all meetings held and positions voted upon and office bearers elected. |
| **Tenure:** | Members of the Fete Committee are elected for the event and can serve consecutive terms. |
| **Key Accountabilities:** | The Fete Committee will:  
• Attend P & F Assoc. meetings and report on progress and upcoming events  
• Submit items to the publicity officer for inclusion in the school newsletter where appropriate to promote upcoming fete events and inform the school community of their results.  
• Provide written and verbal reports at P & F Assoc. meetings  
• Liaise between the school and parish community. |