### Position Description - Social Committee

**Updated 25th February 2014**

<table>
<thead>
<tr>
<th><strong>Position Title:</strong> Social Committee</th>
<th><strong>Social Committee</strong></th>
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<td><strong>Purpose Of Position:</strong></td>
<td>The Social Committee will work together with the Parents and Friends Association (P &amp; F Assoc.) to organise social events to bring the school community together.</td>
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<td><strong>Responsible To:</strong></td>
<td>This position reports to the P&amp;F Assoc. Executive Committee and the Principal. The P&amp;F Assoc. must support the Social Committee nominations, which are then endorsed by the School Principal. The Social Committee shall elect a coordinator to liaise with the P &amp; F Assoc. on their behalf in all matters.</td>
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| **Responsible For:** | The position holders are responsible for working together to:  
  - Determine in consultation with the Principal and the P & F Assoc. what social events will be held during the school year  
  - Maintain a close working relationship with the Principal and the P & F executive  
  - Inform the publicity officer about upcoming social events to ensure the school community is informed  
  - Liaise with the treasurer regarding money required and money received.  
  - Review social activities and prepare a report suggesting any areas of improvement and strengths for future consideration.  
  - Report the results of social activities to the P & F Assoc. in an efficient manner. |
| **Tenure:** | Members of the Social Committee may serve for four consecutive years |
| **Key Accountabilities:** | The Social Committee will:  
  - Attend P & F Assoc. meetings and report on social events  
  - Organise social events as outlined in the school calendar and decided upon by the P & F Assoc. at meetings.  
  - Submit items to the publicity officer for inclusion in the school newsletter to promote upcoming social events and inform the school community of their results.  
  - Provide written and verbal reports at P & F Assoc. meetings |