

## **Position Title: CPL Coordinator**

**Date: February 2017**

### **1. Summary**

The CPL (Class Parent Liaison) Coordinator is responsible for managing and supporting the CPL network within the Junior School. The CPL Coordinator works collaboratively with all members of the Executive Committee.

### **2. JSSG Mandate**

The CPL Coordinator 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:

1. Work collaboratively with all members of the JSSG to ensure matters within the CPL network are addressed.
2. Liaise with teachers to compile the list of class CPLs at the commencement of each year.
3. Upon receipt of the list of class CPLs, provide the CPLs with a welcome email, a copy of the CPL position description, and the SPSSA Membership Nomination, JSSG Position Nomination and St Paul's School Volunteer Details forms.
4. Ensure the SPSSA Membership Nomination, JSSG Position Nomination, and St Paul's School Volunteers Details forms are completed and provided to the JSSG General Secretary for processing.
5. Advise the Director of Marketing of the details of the CPLs (**only after all 3 required forms have been received**) so that the Director of Marketing and Communications can organise for the CPLs to have the required access to the Parent Lounge.

6. Liaise with the Director of Marketing and Communications to organise Parent Lounge training for the CPL's as required.
7. Hold relevant CPL briefing sessions as required.
8. Provide ongoing support to the CPL network.
9. Other duties as required.

#### **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.