

Position Title: Uniform Swap Coordinator

Date: February 2017

1. Summary

The Uniform Swap Coordinator is responsible for organising 4 uniform swaps each year, one per term, together with uniform swaps at the New Families Welcome Evening (Term 1) and the Welcome Morning Tea (Term 4). The role assumes financial accountability for events within the remit of Uniform Swap Coordinator and is responsible for communicating to families that proceeds from the swaps fund the JSSG Helping Hand Grant.

2. JSSG Mandate

The Uniform Swap 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. Other duties may be required.

1. Work collaboratively with all members of the JSSG to ensure matters are addressed without delay.

2. Assume financial accountability for events within the remit of Uniform Swap Coordinator.
3. Complete and provide Event Financial Summary Form to treasurer, together with any funds (cash) raised by the event.
4. Complete FSUR Form if required.
5. Call for donations of unwanted uniforms in good condition from junior school families.
6. Collection of donated uniforms from Junior School Reception.
7. Setting of dates for one uniform swap to be held each term.
8. Ensure volunteers complete the St Paul's School Volunteer Details Form and provide completed forms to the JSSG General Secretary as soon as possible.
9. Running the uniform swap stall each term, from the Junior School Covered Court.
10. Running the uniform swap stall at the New Families Welcome Evening and Welcome Morning Tea.
11. Communicating to families that proceeds from the swaps fund the JSSG Helping Hand Grant.

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.