

Position Title: Vice President 2

Date: February 2017

1. Summary

The Vice President 2 has the fundamental role of providing support to the President in their role. The VP2 is also responsible for supervising two car park raffles (Term 1 & 3), organising the Father's Day Stall (Term 3) and assisting the VP1 with the Mother's Day stall (Term 2). The role assumes financial accountability for events within the remit of VP2 and works collaboratively with all members of the Executive Committee. The VP2 acts as Secretary in their absence.

2. JSSG Mandate

The Vice President 2 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.

- a) Work collaboratively with all members of the Executive Committee to ensure matters are addressed without delay.
- b) Act as Secretary in their absence.
- c) Assume financial accountability for events within the remit of VP2.

Car Park Raffles – Terms 1 & 3

- a) Complete FSUR Form if required.
- b) Act as the JSSG liaison for the CPL Cohort responsible for coordinating the car park raffles in terms 1 & 3.
- c) Ensure volunteers complete the St Paul's School Volunteer Details Form and provide completed forms to the JSSG General Secretary as soon as possible.
- d) Maintain sufficient communications with the relevant CPL Cohort to ensure that the event is carried out effectively.
- e) Complete and provide Event Financial Summary Form to Treasurer, together with any funds (cash) raised by the event.

Father's Day Stall (Term 3)

- a) Complete FSUR Form if required.
- b) Act as the JSSG liaison for the CPL Cohort responsible for coordinating the Father's Day Stall in Term3.
- c) Act as financial coordinator and liaise with the CPL Cohort in relation to costs and apply to the Treasurer for an advance as required for stock payments.
- d) Maintain sufficient communications with the relevant CPL Cohort to ensure that the event is carried out effectively.
- e) Ensure volunteers complete the St Paul's School Volunteer Details Form and provide completed forms to the JSSG General Secretary as soon as possible.
- f) Obtain all financial records (including invoices) from the CPL Cohort, and make payment to suppliers for stock promptly, and reimburse out of pocket costs to volunteers.
- g) Complete and provide Event Financial Summary Form to Treasurer, together with any funds (cash) raised by the event.

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.