

**Position Title: Vice President 1**

**Date: February 2017**

**1. Summary**

The Vice President 1 has the fundamental role of providing support to the President in their role. The VP1 is also responsible for supervising two car park raffles (Term 2 & 4), organising the Mother's Day Stall (Term 2), assisting the VP2 with the Father's Day stall (Term 3) and organising the Orientation Morning Tea (Term 4, final week of school). The role assumes financial accountability for events within the remit of VP1 and works collaboratively with all members of the Executive Committee. The VP1 acts as President in their absence.

**2. JSSG Mandate**

The Vice President 1 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 President in their absence.
- c) Assume financial accountability for events within the remit of VP1.

- d) Assist the JSSG Communications Officer with moderating the JSSG Facebook Page for comments and answering enquiries.

#### **Car Park Raffles – Terms 2 & 4**

- 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 2 & 4.
- c) Maintain sufficient communications with the relevant CPL Cohort to ensure that the event is carried out effectively.
- d) Ensure volunteers complete the St Paul's School Volunteer Details Form and provide completed forms to the JSSG General Secretary as soon as possible.
- e) Complete and provide Event Financial Summary Form to Treasurer, together with any funds (cash) raised by the event.

#### **Mother's Day Stall (Term 2)**

- a) Complete FSUR Form if required.
- b) Act as the JSSG liaison for the CPL Cohort responsible for coordinating the Mother's Day Stall in Term 2.
- 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 prompt payment to suppliers for stock, 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.

#### **Orientation Day Morning Tea (Term 4, Final week of school)**

- a) Liaise with Mrs Connolly to ensure the event is carried out effectively.
- b) Liaise with Junior School staff member to complete FSUR Form and submit to Maintenance Coordinator as required.
- c) Arrange food.
- d) Arrange volunteers (from the Junior School parent community) to attend on the day to host.

- 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) Liaise with the Uniform Swap Coordinator to facilitate set up stall requirements.

#### 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.