

Position Title: School Banking Volunteer

Date: Feb 2018



1. **Summary**

The School Banking Volunteer processes school banking deposits on a weekly basis.

2. **JSSG Mandate**

The School Banking 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 Executive Committee to ensure matters are addressed without delay.
2. Build good relationships with other volunteers, encourage a team spirit and offer suggestions for improving school banking.
3. Process school banking deposits (count money, check against deposit slip, sign and stamp the deposit slip).
4. Implement CBA's school banking competitions and initiatives.
5. Follow instructions given by the School Banking Coordinator.

Average Time Commitment Required Per Month:

- School banking runs every Tuesday of the school year (excluding the first school week of the year and public holidays). School banking volunteers are rostered on either weekly, fortnightly or monthly for 2 hours each time.

Note: This is the anticipated minimum time required for the role to function well. As being part of the JSSG is a voluntary role, the amount of time invested is up to the individual.

4. Memberships

Office Bearer must complete and submit a St Paul's School Volunteer 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.