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## Social Events Committee Terms of Reference 2011

**Name:** Sts Peter and Paul Primary School Social Events Committee

**Goals:**

The Social Events Committee is responsible for organizing a range of functions which together raise a certain amount annually to help make school projects possible. This commitment forms part of the Council's long term strategy.

**Deliverables:**

The committee is responsible for organizing a schedule of fundraising events, including, but not limited to, the following:

- Biennial auction and Food Fair
- Mother's and Father's Day breakfasts
- Biennial Walkathon
- Various theme days
- Major raffle
- School discos

**Scope / Jurisdiction:**

The Committee is responsible for organizing those events which are not normally organized and facilitated by the teachers of the school and which have a social and fundraising focus.

**Guidance from the School Community Council:**

**Suggested process to organize functions:**

- 6 weeks prior to date of the function, the coordinator should place an advertisement similar to the text below in the newsletter seeking assistance from the school community to conduct the function:  
"A {insert name of function} will be held on [date] and the Social Events Committee is seeking assistance from the school community to undertake the following roles: {insert roles, e.g. organize food, chaperone etc}. Please email xxx or leave a message for the Social Events Committee at the school on xxxxx by [date, as soon as possible] if you are able to assist."

Include for the first newsletter of the year:

"The Social Events Committee is seeking enthusiastic parents willing to help organise social events during the year. Please indicate your interest in joining the committee by emailing to xxx or leaving a message for the Social Events Committee at the school on xxxxx".

- The coordinator should seek input from the School Leadership Team (the Executive) consisting of Principal, Vice-Principal, Religious Education Coordinator and Primary Coordinator).

- The coordinator should seek input from the School Community Council in regard to developing a list of possible functions for the school year.

### **Suggested process to organise a function:**

After the activities for the function have been determined, the coordinator should:

- Place an advertisement in the Newsletter 6 weeks ahead providing the date and time of the function, the activities that require volunteers, and ask parents to come and assist.
- Keep reminding people in the newsletter and by other means the Committee can think of.
- Organise committee members to take on various roles such as:
  - Treasurer
  - Chaperone
  - Coordinator of auction items
  - Prize coordinator
  - Marshall
  - Manage the BBQ

### **Committee meetings**

The Social Events Committee should meet as little or as often as members agree in order to arrange functions. Arrangements may also be made outside of meetings by phone and email, Facebook or whatever works for people. A meeting at the end of, or shortly after, each function is recommended to reflect on what went well and to prepare the report for the Council. The Coordinator is invited to attend school community council meetings to seek input and present reports.

### **Resources and Budget:**

There is a budget to assist in setting up functions. Each committee eventy must liaise with terh School Community Council Treasurer prior to the event to determine the quantum and protociol for dispursal of funds.

### **Governance and Reporting**

The Committee should report to the School Community Council before and after each funciton. All reports to the Council must be in writing and must reach the Secretary of the Council at least five days prior to each advertised Meeting of the Council.

The first report of the year should contain the dates for the functions for the year.

The report prior to each function should outline the planned activities and volunteers for that function.

The Coordinator of the Social Events Committee should maintain a register of volunteers to call on throughout the year to assist with functions.

The report after each function should contain a record of what activities were undertaken, the effectiveness of promotion activities and lessons learned to assist in planning for future functions.

The Coordinator should maintain a folder of function reports and Social Events Committee activities to assist in the planning of future events.