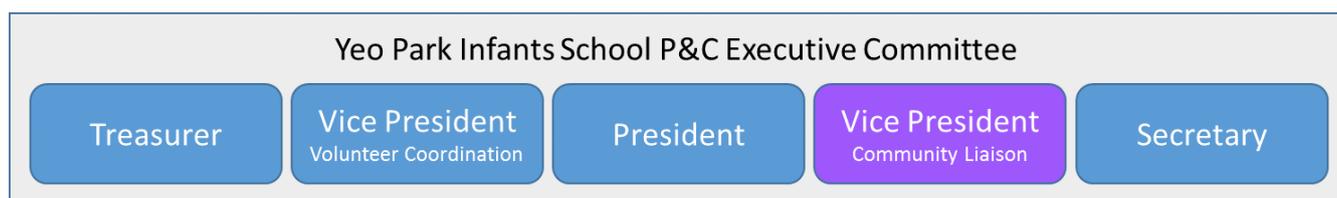


VICE PRESIDENT (COMMUNITY LIAISON)



The Vice President (Community Liaison) is a member of the Yeo Park P&C Executive Committee. Other Executive Committee members include the President, the Vice President (Volunteer Coordination), the Secretary and the Treasurer.

The role of this Vice President is to:

- Carry out duties of the President in the absence of the President.
- In conjunction with other Executive Committee members, authorise Special meetings in the event that action needs to be taken outside the forum of regular P&C meetings.
- Carry out the decisions of the P&C and support its activities.
- Help the P&C achieve its objective of 'bringing parents, citizens, students and teaching staff into close co-operation' by making the P&C accessible and welcoming.
- Engage the school community through appropriate means including: notes home, email updates, coordinating updates to the P&C Facebook page, providing current content for the P&C website, and publication of information about funding targets and progress towards fundraising goals.
- Help event coordinators plan publicity and communications relating to P&C events, including: publishing events on Facebook and other media where appropriate; letter box drops and flyers; local area posters; banners and signage.
- Establish and maintain a register of community sponsors for P&C events including local businesses, clubs and supportive organisations.
- Coordinate the approach to community sponsors for fundraising purposes, including drafting letters seeking sponsorship/prizes for raffles and events, and keeping records of commitments and donations. Make note of any stated preferences eg if a sponsor prefers to support a particular event or does not wish to be approached for every event.
- Coordinate appropriate P&C thank you letters and recognition following donations.
- Securely store all relevant information relating to sponsors, publicity and communications on the P&Cs shared document repository.
- Hand over all documents and relevant knowledge to the next role holder at the end of the elected term.