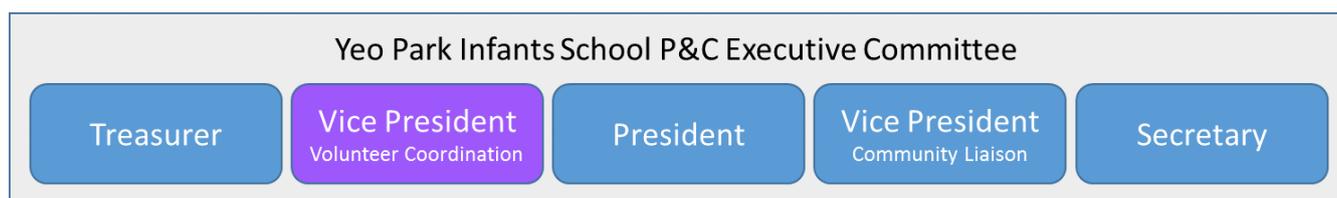


VICE PRESIDENT (VOLUNTEER CO-ORDINATION)



The Vice President (Volunteer Coordination) is a member of the Yeo Park P&C Executive Committee. Other Executive Committee members include the President, the Vice President (Community Liaison), 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.
- Create and maintain an Events Calendar listing P&C activities, including fundraising, social and school events to be held over the next 12 month period.
- In a timely manner, seek volunteers from the P&C community to coordinate planned events. Actively update and manage the schedule of planned activities, including seeking agreement from the P&C to vary the schedule or cancel planned events if coordinators cannot be found.
- Ensure that event coordinators have the resources they need to successfully manage their events, including access to handover notes from past coordinators. Assist with sourcing additional volunteers for larger events such as Election Gala Day.
- Ensure that larger events have a run sheet or implementation checklist that is appropriate to the size and scale of the event.
- Support volunteers including providing advice and guidance where needed.
- After events have been held, liaise with the event coordinator to ensure that outcomes (including funds raised) are reported back to the P&C in a timely manner.
- After events have been held, ensure that handover notes are provided or relevant event packs/ run sheets are updated as necessary.
- Securely store all relevant information relating to volunteers and events 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.

Special note

This role focuses on scheduling and volunteer coordination; the role holder is not responsible for running P&C events directly.