



ST MARTIN OF TOURS SCHOOL

PARENTS AND FRIENDS' ASSOCIATION

COMMITTEE POSITION DESCRIPTION

Committee Position:	Fundraising/Donations Co-Ordinator
Level on Committee:	General Committee
Reports To:	PFA Committee

Description of Duties

1. Develop an action plan to source contributions for PFA social and fundraising events throughout the year
2. To approach a broad range of local and extended businesses to request contributions to the PFA's social and fundraising activities throughout the year
3. To manage contributions and allocate them appropriately to various events in consultation with the Executive Committee
4. Assist Executive Committee with organisation of social activities when required
5. Provide updates at Committee Meetings
6. To provide recognition to all businesses who contribute to activities in a variety of forms (e.g., Certificate of Appreciation, printed material at the event, link in school newsletter etc.)
7. To seek sponsors of major events when required

Additional Comments

Office Bearer	Term in Role
Sue Doman	2014
Dale Murray	2015
Colleen Goulding	2016
Sally Reed	2017-2018
Melanie Tsoukas and Ambra Joyner	2017-

Document Control	
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