Join the P&F

The P&F's main activities are Fundraising and friendraising. These are fulfilled through 13 sub-committees. Each sub-committee has a coordinator as the single point of contact with the P&F committee. The coordinator relies on a team of volunteers to complete their role. P&F Coordinators must:

- Be a financial member of the P&F. $5 membership fee is payable at the College Office or directly to the Treasurer during P&F meetings.
- Have sufficient time available to fulfill their role. The role of coordinator is to enable others, rather than doing all the work oneself, however, they must have time to communicate effectively with their team and report back to each P&F meeting.
- Attend the majority of P&F meetings, especially around the time of their event.
- Producing a brief written report outlining current or upcoming planning and any items requiring approval. This report should be sent to the Secretary the Friday prior to monthly meetings. Agenda items should also be submitted with the report. This ensures discussion at the meeting is relevant and effective.
- Delegate to their team — this is how people become involved with the P&F. Coordinator positions vacant for 2014 Fun Run Coordinator The Fun Run kicks off the Country Fair.
  The role involves:
  - Coordinate advertising to be used at other Fun Runs, in consultation with the Country Fair Coordinator
  - Organise web bookings setup, monitor responses and ensure invoice is presented to P&F Treasurer for prompt payment
  - Coordinate Fun Run set up including course, marshals, give aways eg water and prizes - according to the Purchase Approval Protocol
  - General tidy up after event and participate in Country Fair Review Sponsorship Coordinator
    The sponsorship coordinator is responsible for seeking donations towards each P&F event.
    The role involves:
    - Building and maintaining the list of corporate sponsors and their donations
    - Obtaining electronic version of sponsor logos for Business Directory
• Coordinating contact with sponsors so there is a single point of contact
• Reporting on donations for each fundraising event at P&F meetings
• Coordinating collection of donations prior to each fundraiser
• Providing list of auction items for Country Fair
• Revising sponsorship categories and correspondence with P&F Executive (if required).

Please consider becoming part of WAC P&F history by joining one or more of the sub-committee teams. You can register your name at the AGM or by completing one of the inserts that will be placed in the Waratah Weekly.

Sub committees 2015

1. Bulb Drive - no team required
2. Business Directory – no team required
3. Car Show
4. Clothing Pool
5. College Merchandise – no team required
6. Cook book – no team required
7. Country Fair
8. Father’s and Mother’s Day Stalls
9. Fun Run
10. Golf Day
11. Hospitality
12. Sponsorship
13. Student Banking – no team required