Saint Gregory’s PTFA

**Role of the Events Co-ordinator**

**(Ordinary Committee Member)**

The committee is made up of Officers and Ordinary committee members. The Officer roles are usually the Chair, Treasurer and Secretary. The role of Events Co-ordinator is an elected member role to the committee and defined as an Ordinary Committee member with voting rights and legal responsibility for the control of the Association.

**Main purpose of the role**

The organisation of fundraising events will be key to the success of the PTFA and the responsibility for the organisation and running of such events will have to be shared across the committee. However, the role of the events coordinator is to support the organisation of each event. It is not the sole responsibility of the events coordinator to organise every event.

**Duties and key responsibilities**

* Support organisers with planning of event including discussions with school or committee
* Where required arrange or coordinate the running of events
* Liaise with volunteers as required
* Liaise with Treasurer and school business manager
* Coordinate with catering teams if required
* Make meeting and event arrangements as required
* Liaise with the school’s leadership team in relation to what events are being held and agreeing dates
* Follow up feedback on events

Reviewed: September 2021