

Spring Fair Committee 2018

ROLE	POSITION DESCRIPTION	NAME
Convenor	Chair Meetings Oversee event organisation Delegation of unallocated tasks	Georgina Pengilley
Treasurer	Organise floats and coin counting machine Distribute and collect money on Fair Day Spreadsheet profit/loss	Jason Spotswood
Secretary	Draft correspondence emails, letters and newsletter articles Liaise with School's Community Engagement Team Minute meetings Organise thank you letters	Natalie Mayes
Stall Holders & Rostering Liaison Officer	Liaise with Parent Grade Reps Book additional stall holders Check stall needs against Run Sheet Receive rosters from Grade Reps Fill gaps with extras Put copy of rosters on stalls	Tanya Jackson Supported by Jodi Underwood
Perishable Co-ordinator	Compile list of perishable items required Arrange perishable goods Compile boxes with requirements for each stall prior to fair with assistance from Stall Holders Liaison Officer	VACANT Supported by Lil Alexander
Non-perishable Co-ordinator	Compile list of non-perishable items required Arrange non-perishable items required – check storeroom first Compile boxes with requirements for each stall prior to fair with assistance from Stall Holders Liaison Officer	VACANT Supported by Lil Alexander
Site Manager	Finalise Fair Layout and Organise site map Supervise setup of tents/trestles etc. Liaise with groundsmen to arrange: Sufficient power supply Bins Traffic management	VACANT Supported by Tom Dowling
O.H. & S. Officer	Liaise with School OH&S Officer Risk assessments with assistance from School Organise documentation and health requirements for stalls	Andrew Merry
Entertainment Co-ordinator	Research and book entertainment providers Liaise with Music staff for student entertainment Check insurance & risk assessment forms Liaise with Entertainment providers on fair day Organise payment of them with Treasurer	Alyssa Mainwaring Supported by Jane Gaetani-Black
P.R. & Communications	Advertising Posters Organise placement of signs with groundsmen	VACANT
Equipment and Hire Coordinator	Organise hire of tents, trestles and other equipment and use of school equipment	VACANT
General Committee Members	Sundry tasks assigned by convenors General input Assist with set up and/or pack down	Alan Sheppard, Nick Foster, Jane King, Gina McKendrick, Alyssa Mainwaring & CET Rep.
Fair Day Helpers	Assist with set up and/or pack down Sundry tasks assigned by convenors	Liz Gunn, Lisa Barber, Lou Banner, Fiona Voorham, Luci Beward.