

Position Description

<i>Position</i>	SOCIAL MANAGER
<i>Date Written</i>	OCTOBER 2013
<i>Updated</i>	OCTOBER 2019

1. POSITION PURPOSE

The Social Manager's role is to establish a social and fundraising activities schedule for the year depending on the capital expenditure priorities determined by the Committee of Management. To assist in organising these events the Social Manager is responsible for establishing a Social Subcommittee at the beginning of the year as per the Social Subcommittee Terms of Reference.

2. KEY ATTRIBUTES OF THE ROLE

This role is seen as suitable for someone with good organisational and interpersonal skills.

3. KEY RESPONSIBILITIES AND ACTIVITIES

Key Responsibility:	ESTABLISH SOCIAL ACTIVITIES AND FUNDRAISING ACTIVITIES FOR THE YEAR
<p>Activities</p> <ul style="list-style-type: none"> ▪ Determine with Committee of Management fundraising target for the year. ▪ Review previous Annual Parent surveys to determine best placed social/fundraising events ▪ Plan schedule of events for the year ▪ Communicate to the kindergarten families (newsletter/website/FlexiBuzz) what the fundraising money is being raised for and fundraising/social activities ▪ Coordinate with Marketing to promote social and fundraising events ▪ Keep an accurate financial record of monies raised, expenses and other details for future reference ▪ Review any fundraising correspondence sent to the Kinder ▪ Participate in Annual Policy Reviews as required 	

Key Responsibility:	ESTABLISH A SOCIAL SUBCOMMITTEE
<p>Activities</p> <ul style="list-style-type: none"> ▪ Form a subcommittee, including red, yellow and blue group representatives to assist in the social fund-raising events ▪ Assign tasks/jobs as per required & have regular meetings to stay on top of events 	

Key Responsibility:	ORGANISE FUNDRAISING EVENTS
<p>Activities</p> <ul style="list-style-type: none"> ▪ Events can include Welcome picnic, Easter morning tea, Trivia night, Kew traffic school event, End of year picnic ▪ All this is done with the assistance of a social subcommittee 	

