Expressions of Interest for Marymount Spring Fete Coordinator/s
Fete Date: Saturday 19 October 2019.

The Marymount Primary School & Marymount College Parents & Friends Combined Fundraising Committee are seeking a paid convenor for the 2019 Marymount Combined Schools Fete. The ideal person (or persons) for this role would work well with others; have experience on committees, working with volunteers and organising events. Abundant patience, persistence and resolve are essential.

Duties include:
- Prepare Meeting Agendas for the P&F Fundraising Committee
- Provide significant leadership in approximately ten Fete meetings (meetings chaired by a principal)
- Plan Fete Stalls and Fete layout
- Support Stall Convenors
- Oversee procurement and storage of stall and general fete requirements (tents, tables, chairs etc) Assistance by school groundstaff
- Plan marketing and communications
- Maintain a budget, record of minutes and payment approvals
- Seek sponsorship for the event
- Decide on prizes for the Art Union
- Respond to correspondence in relation to the Fete
- Oversee the set-up of the Fete on the day
- Coordinate Fete volunteers
- Arrange suppliers for items such as ice, mobile ATM, refrigeration
- *Coordinate necessary documentation to support workplace health and safety requirements*
- *General Fete administration - obtain licences, insurance details and certificates where required*

Support
You will be supported by the Principals of both schools, the P&F Committees, Staff (including the former Coordinators) and the Fete Committee. Records and plans from previous fetes will be provided. In recognition of the commitment required for this role, a Fete Coordinator's payment applies. There were two Coordinators sharing responsibility for the last Fete.

Apply
Please email your interest to fete@marymount.qld.edu.au including any previous experience you feel would assist you in this role. Address your correspondence to Principal of Marymount College: Mr Chris Noonan and Principal of Marymount Primary: Mr Brendan Creevey