

Kalinda Primary School Council Fundraising Sub-Committee

Terms of Reference

Purpose

The Fundraising Sub-Committee is responsible for planning and overseeing activities that raise funds to improve the School and the learning experience of students.

NB: The Fundraising Sub-Committee and the Kalinda Primary School [Parents and Friends Association](#) (inc.) take a cooperative approach to their respective responsibilities and activities. The Parents and Friends Association operates within its own Constitution, in accordance with Victorian DET guidelines for parents' clubs: <https://www2.education.vic.gov.au/pal/parent-clubs/policy>

Frequency

The Fundraising Sub-committee meets once per month as part of the Parents and Friends Association monthly meetings. The Fundraising Sub-committee will report back at the next School Council meeting on each occasion.

Members' responsibilities

These include:

- Advise the School Council on fundraising matters.
- Develop the fundraising strategy for the School.
- Implement, monitor and evaluate the fundraising strategy once it is adopted.
- Identify and maintain a list of existing and potential sponsors and funders.
- Assist the School Principal/Council President with managing interactions with sponsors/funders: obtaining funds or in-kind services, thanking sponsors/funders in writing, etc.
- Liaise effectively with the School Business Manager to ensure sound financial and cash management practices.
- Liaise with the Facilities and Finance sub-committees to identify opportunities for targeted fundraising campaigns associated with prioritized school enhancement projects.
- Where relevant, ensure parents/guardians, students, teachers and the school community are aware of developments and initiatives related to the sub-committee's role (which may be incl. of Parents and Friends activities), via the newsletter, school website and other approved channels.

Terms and selection

Sub-committee membership is designed to provide the range of expertise needed to inform and support School Council decision-making.

Members of the Fundraising Sub-Committee serve in their individual capacity for a single calendar year. There is the possibility of renewal for an additional term/s.

The School Council will call for interest from School Councilors' at the first School Council meeting of each year. A nominee will be selected each year to Chair the sub-committee.

Broader School Community interest and participation in the Fundraising Sub-Committee planning and recommendations to School Council may come from the Parents and Friends Association.

The School Council will review its composition and where appropriate, make recommendations for additions or modifications.

Resources

DET School Council – Subcommittees

<https://www2.education.vic.gov.au/pal/school-council-subcommittees/policy>