

TSPA COMMITTEE POSITION LIST

PRESIDENT

1. Set meeting dates.
2. Chair meetings
3. Help organise staff for events
4. Assist at events where possible.

5. Liaise with secretary re meeting agendas.

SECRETARY:

1. Write down minutes of each meeting.
2. Write and email mini minutes to school office for newsletter each week.
3. File a hard copy of minutes from the meeting in the folder.
4. Put notice of AGM in local paper.
5. Collect any mailing from either the school office or emails and table at the next meeting.
6. Assist with organisation of events
7. Assist at events when possible.
8. Sent emails, texts, etc to other Tspa members re events and or meeting reminders.
9. Liaise with school staff with regards to any issues that may arise which require some more information.

TREASURER

1. Present a report hard copy at each meeting on finances, and have a copy for the secretary and president.
2. Liaise with Nicki in school office to receive financials at least three days before the meeting.
3. Organise float tin for each event, and be in charge of tin at the event. If you cannot make it to the event then nominate another committee member to assist.
4. Fill out docket book for the money for Nicki after each event.
5. Take the tin, money and paperwork to Nicki ASAP after each event for banking etc...
6. Read financials and ask questions if payments have not been paid or money not deposited and accounted for.

SCHOOL COUNCIL REPRESENTATIVE

1. The representative shall attend all school council meetings and if unavailable to ask another committee member to go.
2. Report to school council on our fundraisers that have happened, and are being organised as well as any other relevant business discussed e.g.: teacher submissions, constitution or policy documents.
3. Present any queries or questions that any TSPA member may have re the school.
4. Report back to TSPA at next meeting the answers of any queries etc. and also any other relevant information at the council meeting that can be shared.

SECOND HAND UNIFORM

1. Keep all uniform items in a neat, clean and presentable way.
2. Advertise in the newsletter when you going to hold the next sale day
3. Liaise with Nikki re the money.

DEB BALL COORDINATOR

1. Set dates for ball, rehearsals, and meetings and book hall.
2. Hand out folders to parents at first meeting
3. Chair each meeting and make sure the secretary is taking notes.
4. Go through each folder duties at each meeting to keep everything on track
5. Organise the list of students doing the debts and partner them according to height.
6. In the weeks of rehearsals have a meeting at the Sunday/Friday night rehearsals.
7. Have as much as you can organised as early as you can with each section to make things easier for you at the end.
8. Be at every rehearsal and meeting at least until all questions have been answered and all paper work is sorted.
9. At the ball, in the official part of the program, introduce special guests. There is normally a separate person doing the MC duties. And the school captains do the deb set introductions.
10. Have a meeting to collate information folders and feedback from parents to help with organisation of the next deb at least in the month after the deb.

OTHER COMMITTEE MEMBERS.

1. Assist with ideas at meeting for events
2. Assist at events when possible
3. Help main committee members with their duties.
4. Help with recruitment of new members.