



2022 Fete Committee Position Descriptions

FETE COORDINATOR - MARIE FERGUSON

- Overall fete coordination
- Decide date, time and theme for fete with Fete Executive Committee and StAC Leadership Team.
- Chair fete meetings.
 - Liaise with StAC on performance schedule.
 - Determine VIP list,
 - Liaise with Sponsorship & Donations Coordinator and StAC Principal for list.
 - Liaise with Marketing & Communications Coordinator for invitations.
 - Wet weather plan.
 - Official opening (with StAC Principal).
 - Keep P&F regularly updated on progress of fete.

TREASURER - VACANT

- Fete budget (including initial high-level budget).
- Invoice sponsors,
- Follow up of outstanding sponsorships with Sponsorship Coordinator.
- Coordinate stall cash floats,
- Determine cash floats,
- Obtain cash from Bank and prepare cash floats,
- Distribute cash floats on fete morning with instructions for stall convenors.
- Fete day cash and change arrangements,
- Organise cash and change runners (Reliable people required, can liaise with Volunteers Coordinator),
- Organise cash counters,
- Determine cash collection routes and change distribution process.
- Organise cash bags, cash tins, etc.
- Banking of fete takings, first working day after fete.
- Manage fete financial accounts,
- Keep accounts updated,
- Provide regular updates of expected profit and loss to Fete Executive Committee,
- Finalise accounts after fete,
- Preparation fete accounts for audit.

SPONSORSHIP & DONATIONS COORDINATOR - VACANT

- Develop fete sponsorship proposal.
- Identify and contact potential sponsors (Potential Sponsors List).
- Coordinate sponsorships and donations (Sponsorship & Donations Register),
- Liaise with Treasurer and Raffles & Auctions Coordinator for application of sponsorships and donations.

SECRETARY - IRIS KEEFER

- Agenda & minutes for fete meetings.
- Prepare and issue fete newsletters,
- Liaise with Marketing & Communications Coordinator for template and assistance,
- Fete Executive Committee approve newsletter.
- Liaise with StAC Leadership Team for class allocation and class-sourced volunteers for stalls.
- Coordinate 'Bring Week' roster.
- Coordinate fete photographer.
- Thank you letters after fete.
- Coordinate collection of all fete records, information and feedback for the next fete.

ADMINISTRATION & LOGISTICS - VACANT

- Fete action plan.
- Liaise with StAC on WH&S (including Evacuation Plan and WH&S inspection before fete) and insurance.
- Coordinate Bar (if held).
- Coordinate equipment for stalls (Stalls Equipment Register),
- Liaise with Food & Non-Food Stalls Coordinators for stall equipment needs.
- Stocktake of StAC equipment with Principal.
- Coordinate borrowed and hired equipment.
- Prepare Fete Map,
- In conjunction with Marketing & Communications Coordinator,
- Approved by Fete Executive Committee.
- Coordinate fete setup and clean up,
- Fete run sheet for before, during and after fete.
- Security, including night before fete.
- VIP and supplier parking (Liaise with Marketing & Communications Coordinator).
- Lighting (night fete and/or setup previous night and/or clean up)
- Liaise with StAC performance coordinator for setup of undercover area.
- WH&S inspection with StAC representative.
- Fete coordinators and stall convenors lanyards.
- Address stall convenors on morning of fete.

SPONSORSHIP & DONATIONS COORDINATOR (CONTINUED)

- Prepare (with Marketing & Communications Coordinator) flyers to college community for donations.
- Determine high-level sponsors' individual needs,
- Liaise with Logistics to ensure needs are possible.
- Meet and greet with high-level sponsors on fete day.

MARKETING AND COMMUNICATIONS COORDINATOR - JESS FURY

- Develop fete logo.
- Develop template for fete newsletters.
- Prepare fete banner and signs,
 - Includes fete signs set up in local area before fete.
- Liaise with local businesses, media, etc to advertise fete.
- Prepare fete brochure,
 - Administration & Logistics to provide fete map.
 - Fete Coordinator to liaise with StAC on performance schedule.
- VIP invitations.
- Prepare and distribute Fete flyer to local area.
- Assist Logistics and Stalls Decorations Coordinator with fete-specific signage.

FOOD STALLS COORDINATOR - VACANT

- Coordinate food stalls,
 - Food Stall Register, including equipment needs,
 - Liaise with Secretary for class allocation of stalls.
 - Liaise with Logistics on placement and equipment needs.
 - Liaise with Stall Decorations Coordinator on signage.
 - Liaise with Secretary on 'Bring Week' items.
 - Liaise with Volunteers Coordinator for volunteers.
 - Liaise with Treasurer on purchases and floats.
- Oversee stall menus, budgets/purchases, pricing, etc (Approved by Fete Executive Committee).
- Food safety and WH&S requirements for food stalls.
- Stall convenors packs (Liaise with Logistics).
- Liaise with external food stalls.

STALL DECORATIONS COORDINATOR - VACANT

- Prepare decorations for food and non-food stalls (stall convenors prepare stall-specific signage like price lists).
- General Fete signage (e.g. Direction signs),
 - Liaise with Marketing & Communications Coordinator (style) and Logistics (location).

VOLUNTEERS COORDINATOR - VACANT

- Coordinate volunteers (Volunteers Register),
 - Stalls (food & non-food).
 - Administration & Logistics.
 - Rides.
 - Raffles & Auctions.
- Liaise with Secretary for class-sourced volunteers for class allocated stalls.

RIDES COORDINATOR - PAUL SMITH

- Coordinate rides,
 - Secure date and overall package,
 - Agree final rides package with supplier (approved by Fete Executive Committee),
 - Agree and coordinate (with Food & Non-Food Stalls Coordinators) other attractions offered by rides supplier, as agreed with Fete Executive Committee (eg. animals, fairy floss, water dunking, etc).
 - Agree rides package with supplier (in consultation with Executive Committee).
- Coordinate rides pricing,
 - Determine rides pricing (in consultation with rides supplier and approved by Fete Executive Committee), including pre-paid 'armband's.
 - Coordinate selling of pre-paid rides armbands.
- Liaise with rides supplier and Logistics for position and set up of rides.
- Meet with rides supplier on site and oversee set up of rides.

NON-FOOD STALLS COORDINATOR - VACANT

- Coordinate non-food stalls,
 - Non-Food Stall Register, including equipment needs,
 - Liaise with Secretary for class allocation of stalls.
 - Liaise with Logistics on placement and equipment needs.
 - Liaise with Stall Decorations Coordinator on signage.
 - Liaise with Secretary on 'Bring Week' items.
 - Liaise with Volunteers Coordinator for volunteers.
 - Liaise with Treasurer on purchases and floats.
- Oversee stall products, budgets/purchases, pricing, etc (Approved by Fete Executive Committee).
- WH&S requirements for stalls.
- Stall convenors packs (Liaise with Logistics).
- Liaise with external stalls.

RAFFLES & AUCTIONS COORDINATOR - VACANT

- Prepare raffles and auctions,
 - Liaise with Sponsorship & Donations Coordinator for prizes.
- Sell raffle tickets (Liaise with Volunteers Coordinator for volunteers).
- Coordinate auctions (Liaise with Fete Coordinator for running of auctions).
- Coordinator and document raffle ticket draws.