

11 June 2019

## Fete Coordinator Expressions of Interest

The Inaburra Parents & Friends is seeking expressions of interest for a suitably qualified and motivated Fete Coordinator. The Fete Coordinator has the overall responsibility for the management of the 2020 Inaburra Fete tentatively scheduled for Saturday 21 March 2020. This is a voluntary position.

### Typical duties of the Fete Coordinator include:

- Chairing all Fete Committee meetings
- Liaising with school run stall holders such as BBQs, Book and Bargain Stalls, Silent Auction, Amusement rides, Menai Baptist Church stall and others
- Liaising with the School Principal, School Executive, relevant teaching staff and the Inaburra Parents & Friends Committee
- Providing general project direction and leadership reflecting the values of Inaburra and promote the School in a positive manner
- Serve as the first contact person for the Fete operations, both in the lead up to and on Fete for all enquiries
- Resolve any disputes
- Manage any potential risks and comply with relevant standards and legal obligations

### The ideal candidate for the Fete Coordinator role will:

- Have project event management experience
- Be mindful that all fundraising that is ethical and non-exploitative
- Be able to work with all stakeholders; School management, Inaburra Parents & Friends Committee, broader School community, external providers, in a collaborative manner
- Be able to adaptive and hands-on

The Fete and Open Day Co-ordinator will be a member of the Inaburra Parents & Friends Committee and provide regular reports to the Committee.

To register your interest in the above roles, please send an email by **29 Friday June 2019** to:

Mrs Danyielle Tardent  
Secretary, Inaburra Parents & Friends  
[pandf@inaburra.nsw.edu.au](mailto:pandf@inaburra.nsw.edu.au)