

11 June 2019

## Fete Secretary Expressions of Interest

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

### Typical Duties of the Fete Secretary

- Be responsible for meeting minutes and disseminate action plans following each meeting
- Disseminate agendas prior to each meeting
- Prepare all the correspondence and general office administration
- Maintain and update the Fete Operations Manual
- Maintain a register of volunteers, sponsors, and stall holders and prepare thank you letters following the event in conjunction with the Community Relations Office.

**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)