

# Sub Committees

Contributed by Administrator  
Last Updated Thursday, 10 August 2017

## COCKLE BAY SCHOOL PTN

### PTN SUB-COMMITTEES

Cockle Bay PTN operates on a sub-committee system and all members choose which sub-committee area they would like to be involved in. Each year the sub-committees will be task focussed, with members of each sub-committee opting to focus on one or two particular tasks.

For those wishing to join the PTN, please complete the form at the bottom of this information and then return to the school office.

It is expected that each sub-committee meets at least once each term at a time convenient to sub-committee members.

The following are brief descriptions of each sub-committee:

#### BOOK CLUB:

This sub-committee is responsible for:

- issuing and processing Book Club orders (1-2 issues per term). This is best done during school hours.

#### FUNDRAISING:

The Fundraising Sub-committee plays a crucial role in helping the BOT to provide the "extras" which are not funded by the Government.

This sub-committee is responsible for:

- meeting regularly throughout the year to plan and co-ordinate fundraising activities (eg Fun Run, Fact-a-thon, calendar and/or chocolate sales etc).
- some members need to be available during the day at times (for counting money, etc).
- Organising social events for PTN members (eg pot luck dinners, Trivial Pursuit evening, annual social night etc).
- Organising school-wide events such as the School Disco and Family Picnic.

#### POLICY:

This sub-committee fulfils the important function of community involvement in reviewing school policies and the school's Charter.

This sub-committee is responsible for:

- meeting twice per term to read and review selected policies.

#### BEAUTIFICATION:

This sub-committee is responsible for:

- assisting with the improvement of the school's physical environment.
- meeting 3 to 4 times per year.
- hands-on work at various times, including assisting in the running of working-bees etc.

#### UNIFORMS:

This sub-committee is responsible for the second-hand uniform shop. It involves:

- opening every second Wednesday from 8.30-9.00 am during term time.
- ensuring that items sold in the Second Hand Shop are correct uniform items and in good repair.
- maintaining stocks of hair accessories and school badges for sale.
- holding extra Sales as required.
- organising and co-ordinates the end-of-year uniform collection with prize donations for the children.
- administering the purchase of good quality saleable uniform items.
- banking the takings after each shop opening, sale etc.

#### SOCIAL:

This sub-committee is responsible for:

- Meeting once or twice per term.
- Organising raffles and catering, if required, for the PTN meetings and/or other social events.

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I am new to PTN and would like to be contacted regarding how I can contribute.

OR

Please put my name down for the following sub-committee/s:

First choice: \_\_\_\_\_

Second choice: \_\_\_\_\_

Name: \_\_\_\_\_

Contact telephone: \_\_\_\_\_

Eldest Child's Name & Room No: \_\_\_\_\_

E-mail: \_\_\_\_\_

(Please be assured we will only use your email address in connection with PTA matters.

We will not share your information with a third party)

Address: \_\_\_\_\_

Please complete the above form and then return to the school office.