

ROLE DESCRIPTIONS

APR COORDINATOR

This role Chairs the Abbotsleigh Parent Representative (APR) Subcommittee. They coordinate all dates across all year groups for events, ensuring no clashes where possible. They also Chair the APR meeting each term. In addition, they assist the Parent Reps in understanding volunteer needs for various events as needed.

APR SECRETARY

This role is the Secretary of the APR Subcommittee. As such, this parent will document and communicate with Parent Reps regarding Agenda and Minutes every term. Works closely with APR Coordinator and Community Relations Manager.

CINEMA UNDER THE STARS COORDINATOR (YEAR A ONLY)

'CUS' is a fundraising event held by the APA.

This Coordinator role is significant in the success of the Cinema Under the Stars event. The parent works with a subcommittee and liaises with Head of the Junior School, her Executive Assistant, Community Relations Manager, and BBQ Coordinator to ensure the event is thoroughly organised and runs smoothly from beginning to end. Not for the faint hearted.

MORRISBY TESTING LIAISON

Senior School students attend an evening at school for testing regarding career guidance. The APA provides dinner boxes and coffee/tea for students and parents who attend.

The Liaison will need to organise dinner boxes with the APA Catering Convenor and help coordinate volunteers for the evening.

CAREERS NIGHT LIAISON

Liaise with Careers Adviser & Exchange Coordinator to ensure there are volunteers for the role of Chairperson in each room and to meet & greet presenters on the night.

PARENT SEMINARS LIAISON

Liaise with Director of Wellbeing and School Counsellor, Community Relations Manager and the APA Catering Convenor to ensure the provision of dinner boxes (if needed), coffee/tea, and volunteers.

MUSIC EVENTS LIAISON

Liaise with Head of Music, Community Relations Manager and the APA Catering Convenor to ensure the provision of dinner boxes (if needed), coffee/tea, and adequate volunteers (depending on the event).

APA SOCIAL COORDINATOR

The APA Social is an annual event and its format may change from year to year eg. Cocktail evening, trivia night, sit down dinner, casual all-of-family event, etc.

Role is to work with a small subcommittee to ensure invitation, communication, venue, tickets etc are all organised with plenty of lead of time, from beginning to end.

CATERING CONVENOR

This role has a broad view across the school calendar, ensuring variety of dinner boxes at different events.

Works with other APA Liaisons for their specific event, ensures appropriate stock of sustainable cups/food containers are available. Also, works with Coffee Van Liaison to decide on coffee/tea availability for each event.

BBQs COORDINATOR

The parent in this role ensures the BBQs run at either campus are prepared well ahead of time. They work closely with Community Relations Manager and volunteers. Will coordinate BBQ from beginning to end, including ordering of all BBQ supplies and drinks.

COFFEE VAN LIAISON

Communicates with the Coffee Van owner with dates/bookings for sport and other events as appropriate.

PHILANTHROPIC LIAISON

The parent in this role ensures that the administration around a charitable event/drive is completed from beginning to end. Liaises with appropriate teacher/department and Community Relations Manager.

For example, Books for PNG or Warm coats for Homeless etc

ENTERTAINMENT BOOKS LIAISON

This role liaises with the Entertainment Book company, attends launch, and ensures communication regarding the book is in The Shuttle and brochures available at both campus reception areas.

Also sells the book at particular events.

LITERARY FESTIVAL COORDINATOR (YEAR B ONLY)

This role coordinates the army of volunteers required to ensure the smooth running of the Literary Festival. Will definitely require a subcommittee for support. Again, not for the faint hearted.

Specifically, coordinates rosters of volunteers for pickup/drop off/site guidance for authors and illustrators, rosters for food/drink for presenters, coordinates working bees as required, works closely with the school's Literary Festival coordinator and Community Relations Manager.

DRAMA LIAISON

Suits a parent who is interested in events with the Drama Department. Liaises with Head of Drama, Community Relations Manager, APA Catering Convenor to support events. Will coordinate volunteers as necessary.