

# FAITH LUTHERAN COLLEGE REDLANDS

## EVENTS COMMITTEE



### Terms of Reference

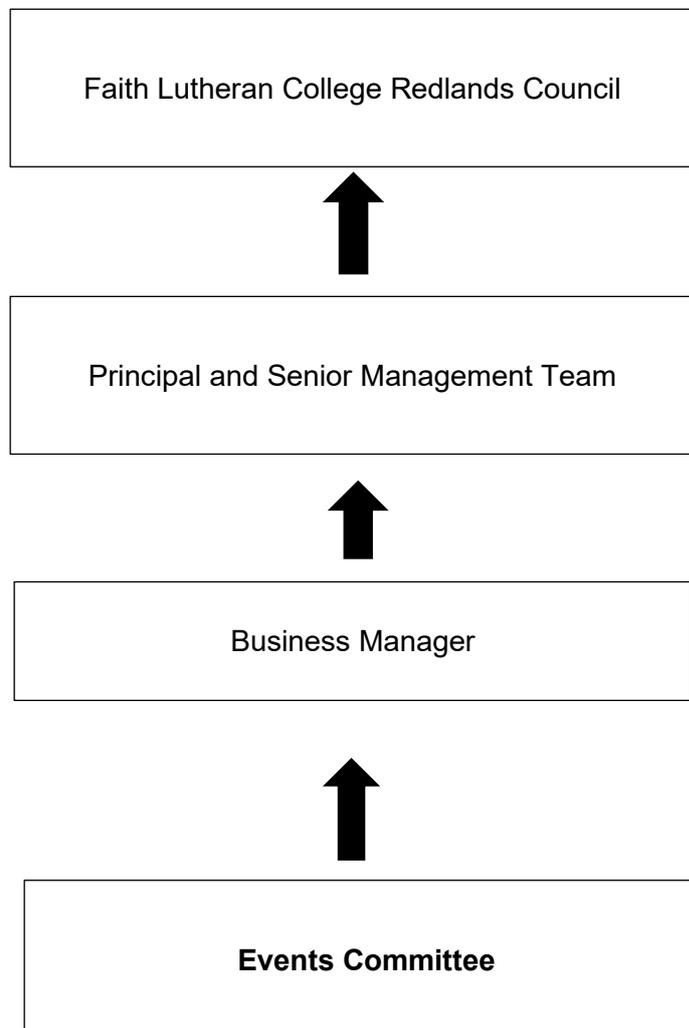
*Serve each other in love. Galatians 5:13*

### Strategic Initiative

- Deliver vibrant activities in order to develop and enhance school community and, in doing so, promote parental involvement in the life of the school.

### Relationships

- The Faith Lutheran College Redlands Events Committee reports to the Faith Lutheran College Redlands Business Manager.



### Scope (Key Tasks and Responsibilities)

1. Operate under the banner of the school's mission, vision and values.

2. Develop a calendar of events that shows an appreciation for the curriculum-related events that may already be on the calendar, as well as the ebb and flow of a school year.
3. Coordinate and execute events and activities.
  - a. Appoint an Event Coordinator for each event.
  - b. Prepare event run sheets for approval by the Business Manager.
  - c. Adhere to Workplace Health and Safety and compliance.
  - d. Liaise with the College's Executive Team.
  - e. Maintain accurate records regarding income and expenditure of events.
4. Promote and encourage participation of school parents.
5. Communicate with the school community via *Faith Herald*.
6. Consider initiatives recommended by the school community.
7. Be an enthusiastic, lively and passionate voice within the school community.

### **Membership**

- College Executive.
- Parents, carers, and friends of Faith Lutheran College Redlands.

### **Management and Organisation**

- The Events Committee is a school group. As such, the Committee is overseen by the Business Manager.
- Meetings are held at mutually-agreed times and at a frequency agreed to by the members of the Events Committee.
- Meeting dates are promoted via *Faith Herald* to promote inclusion.
- Membership is voluntary.
- Although not essential, it is preferred that members commit to a minimum 12-month involvement in order to promote the stability and consistency of the committee.
- A convenor is to be appointed by the team. The convenor may be a member of the College Executive or a nominated school parent.
- Minutes are forwarded to the PA to the Principal.
- Meeting Minutes are made available to all committee members.
- All recommendations of the Working Party require ratification by the Business Manager who may consult the Principal.
- All communication to the parent body is to be sanctioned by the Business Manager.
- Any media communication is to be sanctioned by the Principal.

To be reviewed January 2022



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