

**SCHOOL LIAISON**

**ROLE DESCRIPTION**

**Objectives**

1. Facilitate communication between the Committee and Belmont

State School

1. To establish and maintain a strong and healthy working

partnership with the Principal and other staff at Belmont State

School, Helping Hands staff and Belmont State School P&C

**Responsibilities**

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ROLE DESCRIPTION

* To arrange meetings with the Principal and members of the Club

Committee as required

* To communicate/liaise with Principal about key matters and other

staff as required at Belmont State School

* Assist with the planning of continuous upgrading of facilities
* Attend school meetings where required
* Assist with drafting statements for School Newsletter if required
* Inform Club Committee of any school related activities that will

impact on football

* Inform Club Committee of any Helping Hands related activities that

will impact on football

* Inform Club Committee of any Belmont State School P&C activities

That will impact football

* Inform Helping Hands of any cancellations to training due to wet

weather/other reasons

* Liaises with Helping Hands staff as required on other matters

**Accountability**

* Reports to President
* Reports to the Club Committee
* Provide a verbal update at the monthly Committee meeting
* Seek approval from the appropriate Committee member prior to

committing the Club to any action or financial cost