Melbourne Archdiocese
Catholic Schools

let your light shine
LUMEN CHRISTI

Lumen Christi Catholic Primary School
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Treasurer – Fundraiser Representative Role Description

The Treasurer – Fundraiser Representative plays a crucial role in managing the financial affairs of the Family Engagement Team. As a trusted and responsible member, the Treasurer ensures transparency, accountability, and effective financial management while also promoting fundraising initiatives to support the school community.

Key Responsibilities:

- **Financial Management & Record-Keeping:**
  - Maintain accurate financial records of all receipts and expenditures in consultation with the School Business Manager.
  - Issue receipts for all money received to ensure proper documentation.
  - Work with the School Business Manager to process payments and deposit funds in a timely manner.
  - Provide regular financial reports to keep the Family Engagement Team informed of the financial status.
- **Fundraising & Community Engagement:**
  - Actively promote and support fundraising activities.
  - Encourage families to participate in fundraising efforts to enhance school programs and initiatives.
  - Ensure all fundraising activities align with the school's values and receive necessary approvals.
- **Key Requirements**
  - Have a valid Working With Children's Check
  - Be willing to sign and abide by the MACS Parent/Guardian/Carer Code of Conduct

With a strong focus on integrity, accountability, and collaboration, the Treasurer – Fundraiser Representative plays a key role in ensuring financial stability and fostering a culture of community support within the school.