**Purpose of the position:**

* Evesham Rd Kindergarten has an optional uniform that parents can buy. The Uniform Officer is required to order and update the uniform when required. Organize parents who may wish to donate uniforms,

**Commitment:**

* Be familiar with the Evesham Road Kindergarten Constitution and Philosophy
* To complete all Legal and mandatory documents including but not limited to WWC, PA02
* Adhere to and sign a Code of Conduct.
* Adhere to and sign a Child Safety Code of Conduct and attend any training required.
* To prepare comprehensive process notes to hand over to the next Committee regarding any current

and relevant information

* Act in the best financial interest of Evesham Road Kindergarten

**Skills:**

* Good organisational skills
* Good communication skills

**Key Tasks:**

* To organise the ordering of uniforms during the year at Evesham Rd Kindergarten
* To ensure an up-to-date order form is included in the AGM packs (sent in October)
* To display uniform samples at the AGM and Orientations Days (late Nov-early Dec)
* To assist place uniform order (Dec)
* To liaise with the Assistant Treasurer – Fees regarding payments/order forms for uniform orders
* To follow up any queries with parents regarding uniforms
* To organise a second-hand uniform stall at the kinder when required
* To assist distribute uniform orders into class groups (early Term 1)
* This supporting role does not require attendance to the monthly Committee meetings, however, to please provide a report where necessary to the Secretary regarding uniform sales and orders and profits from the second-hand stall