

Role descriptions for SCYP committee positions

All committee members

- Attend monthly SCYP meetings (inform secretary if unable to attend)
- Check emails regularly
- Touch base with secretary regularly and seek help ASAP if needed
- Liaise with other committee members as needed (ie publicity)
- Contribute ideas, be positive about ideas from others and work with the whole committee to pick the best ideas to act upon
- Discuss expenditure with secretary prior to any SCYP related purchase & send all receipts to treasurer for reimbursement
- Tell everyone you know about SCYP activities and encourage people to get involved

Welfare

Related careers: Social work

- Prepare a list of birthdays, baptisms, births, engagements, and any other things you can think of that people might like to know about
- Update the SCYP community by making an announcement at SCYP classes
- Send this list to a Vine committee member
- Make sure that everyone feels like they have a place at SCYP and that they are included and enjoying themselves
- Organise cards & communication with people in need
- Encourage communication, support, social mixing and mentoring within SCYP
- Enjoy yourself and smile a lot

Preaching

Related careers: Social work

- Seek out ways that SCYP can actively preach the gospel as a group
- Encourage individual SCYP members who have preaching experiences to share them with others at SCYP - ie short testimonials
- Facebook advertising of Sandwiches in the City (SIC)
- Message the secretary the week before SIC will be on so that he/she can include it in the email advert
- Buy sandwich materials and drinks
- Provide scanned copies of the receipts and email them to treasurer
- Coordinate additional preaching activities as needed

Publicity

Related careers: media, marketing, design

- Take notes on the upcoming events to include in the Fridge Friend
- Email/ask around for further information about events
- Create, print and distribute an engaging A5 Fridge Friend at each SCYP class
- Manage your own printing and getting coloured paper
- Help manage SCYP Facebook page (send emails, post events etc.)
- Publicise events (emails, texts, video/PowerPoint/verbal presentation at SCYP)

Easter Camp

Related careers: Event management

- Lead committee in organising theme, speaker, number of talks, discussion groups, readings, night activities, music, camp program, transportation
- Liaise with hosts for the camp
- Organise registrations, payment, information for camp attendees
- Liaise with venue re final numbers and dietary requirements
- Ensure everything runs smoothly and everyone has fun!
- Make camp reservations for the upcoming year(s)

August Camp

- See Easter camp

Activities

Related careers: Event management

- Oversee and ensure all activities are being organised well in advance
- Provide guidance, assistance and reminders for activity organisers
- Liaise with publicity to have activities advertised

Treasurer

Related careers: Accounting, finance, economics

- Maintain accurate records of all SCYP income, expenditure, and GST. This includes Sandwiches in the City, The Vine, Praise in the Park, Easter Camp, August Camp, Harbour Cruise, and other events and activities.
- Transfer funds to reimburse people and pay invoices promptly using a secure internet connection.
- Occasionally write cheques for payment of invoices.
- Collect, count, and deposit cash at an NAB branch as required.
- Work closely with other committee members and people organising activities and events.
- Check and respond to emails at least weekly, more often before and after busy times e.g. PIP, camps, Harbour Cruise, etc.
- Send reminder emails or speak to people who owe money.
- Prepare monthly finance summaries, including current balance, income, expenditure, and GST.
- Attend monthly committee meetings in person or via phone to deliver monthly summary, or arrange for someone attending the meeting to deliver this on your behalf.
- Promptly and accurately prepare 3-monthly Business Activity Statement (BAS) and post to Tax Office.
- Prepare an accurate annual report for submission to the NCC.
- Deliver and ensure all payments are made within appropriate time frames
- Follow up ecclesial donations – inform secretary, ensure they are thanked

Website

Related careers: IT, marketing, design

- Ensure all links and pages are working
- Ensure regular updates are made to the site whenever new news and/or publications are

available

- Fix any associated problems
- Research ways to improve and/or add to the website
- Keep secretary and committee informed of running progress and if problems occur
- Remove old irrelevant information and update website as regularly as possible

Audio/Visual

Related careers: Electrician, engineering

- Facilitate the technical side of the classes
- Coordinate audio visual and lights during classes, activities and camps
- Be responsible for organising the required hardware to run requested activities, and/or presentations
- Formulate all different slides and presentations into the order as requested by the class/activity coordinator
- Correspond with the relevant class coordinator, activity coordinator to check all technical requirements are taken care of
- Record classes and activities where required
- Ensure all technical requirements are ready by the starting time

Secretary

- Oversee all committees within SCYP (ensure they are aware of their duties, remind them of what needs doing, find support for them)
- Correspondence with all outside organisations (including Harbour cruise boat, EC venue, AC venue, Aged care)
- Update ecclesias on SCYP classes and activities (email recorders all information to be announced at their respective ecclesias)
- Ensure all delegates have up to date information about upcoming events
- Email mass emails to emailing list re all activities, classes etc
- Run monthly committee meetings and type/distribute meeting minutes
- Work with committee to make decisions re the direction of SCYP and any new initiatives

Class

Related careers: Event management

- Coordinate monthly SCYP classes
- Keep classes consistent with the theme
- Organise class topic and speaker if required well in advance
- Organise people to do activities, skits, video's, presentations etc that are consistent with the theme of the class
- Ensure classes start and finish on time
- Correspond with the Music committee to ensure diversity and that the aims of the class are met
- Ensure appropriateness
- Run all outlines of classes, planned topics and theme's by the secretary and main committee
- Ensure diversity of classes ☐ different class structures and nights
- Correspond with the technical committee, as to what will be required during a class so everything can be organise before the class, so there are no delays to the class starting time
- All power points and other presentations to be sent to the technical committee before the day of the class (preferably earlier if possible)

- Having a running timesheet (or order sheet) of the night for all people involved in the class
- Involve as many people as possible

Music

Related careers: Music!

- Correspond with the class committee, technical committee and secretary for theme, consistency, aims, timing, structure and organisation of the event
- Choose music for each class/activity in conjunction with the class/activity organisers, including a range of genres, new and old songs, ensuring each song is appropriate
- Involve a range of musicians and coordinate rehearsals to ensure adequate preparation
- Ensure all lyrics are typed up on power point slides one week prior to the class to be sent to the secretary and the technical committee
- Coordinate setting up and packing up of all equipment used during the event
- Musicians and songs etc are all prepared well in advance of the class (ideally a week) and the class coordinator and secretary should be informed
- Consider enlisting help from a “Music Arranger” and “Sound Tech”

Catering

Related careers: Chef, food technology, nutrition

- Coordinate catering and clean up at SCYP classes, activities and events as required
- Delegate different people/ecclesias for the above areas
- Organise themes and or a variety of different suppers during the course of the year
- Correspond with the class committee to ensure that the class supper fits in with the running of the night
- Ensure people have plenty of notice when asked to buy and or prepare for catering and clean up
- Monitor costs of catering (correspond with secretary and treasurer)

Publications

Related careers: Media, journalism, writing, creative arts

- Issue of the Vine and associated publications
- Encourage and arrange involvement of all young people
- Manage costs (communicate with treasurer and secretary)
- Keep treasurer informed of running costs
- Focus on diverse and important topics among young people
- Maintain appropriateness
- Brainstorm new ideas
- Timely delivery
- Promote Vine subscriptions

Child protection

Related careers: Anything with kids!

- Draft risk assessment plans for camps and activities to present to the committee
- Look for and keep committee up to date on any changes to policies
- Ensure all committee members perform a working with children check

Fundraising

Related careers: Event management, finance

- Organise events to raise money for SCYP
- Keep committee up to date on events and income raised
- Encourage donations

Delegates

- Attend monthly SCYP meetings (inform secretary if unable to attend)
- Check emails regularly
- Keep up to date on SCYP classes and activities and pass information on to ecclesia
- Attend the elections meeting and vote on new committee members if necessary
- Contribute ideas, be positive about ideas from others and work with the whole committee to pick the best ideas to act upon
- Tell everyone you know about SCYP activities and encourage people to get involved