

Join our Committee

Each year the CleftPALS AGM sees the election of a new Committee. We are constantly in need of new committee members to keep CleftPALS WA vibrant and dynamic. The benefits you will receive from being part of our committee are great. All positions are flexible and you only need to take on as much as you can handle – although we do like you to turn up to the meetings every second month, generally on a Sunday. If you are interested in having a go at any of the positions listed below, or if you would like to join the general committee, so you can check us out, then we would love to have you on board. Nominations will gladly be received at the AGM meeting, but be quick! Please fill out a form on the day and hand it to our President or a committee member or alternatively email our President – (president@cleftpalswa.org.au)

Position	Duties
President	Manages and overseas the operations of CleftPALS in WA.
Vice-President	Assists the President in day to day running of CleftPALS
Treasurer	Performs general bookkeeping and banking needs of Society. Required to submit a monthly report and prepare documents of a yearly audit.
Membership	Maintains and updates the CleftPALS WA database.
Secretary	Takes and distributes minutes of monthly Committee meetings.
Contact Parent Coordinator	Coordinates contact parenting in WA.
Newsletter Editor	Produces a newsletter for WA cleft families 4 times a year.
Equipment Coordinator	Distributes and maintains records and monies for bottles, teats, bolster packs, splints and breast pumps.
Education Officer	Presents educational packages using Power Point to hospitals and nursing staff in WA.
Fundraising Officer	Administrates and coordinates all CleftPALS WA fundraising.
Youth Coordinator	Organise events and functions for the 6-16 age group
Website Officer	Maintains and updates the CleftPALS WA website
Birthday Cards	Sends birthday cards for first birthday
General Committee	Assists in general running of CleftPALS WA.