

# Helen Highwater

## Happy Days State High School - Parents and Citizens Association

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December 3, 2022

To Whom It May Concern

This letter is to confirm that Chris Brown has worked as a volunteer with the Happy Days SHS P&C Association for approximately 2 years, during which time she has assisted the Association with a variety of duties including:

- Making follow-up calls to local businesses regarding donations of goods and services they had agreed to provide
- Assisting with the planning of P&C fundraising events
- Participating in P&C meetings by taking notes for the minutes, printing and distributing agendas and other meeting documentation
- Distributing the monthly P&C meeting minutes and other communications

Chris has good organisational and time management skills and is an effective multi-tasker. She is very thorough when working on detailed tasks particularly when working in Word, Excel and PowerPoint. She has developed a good relationship with other members of the P&C and I have received feedback, including from members of the school community with whom she interacts, about her positive attitude and eagerness to help.

In following up with our various donors, Chris is very organised and motivates herself by setting targets and deadlines for finalising each donor transaction. She has developed her own to do list and time management planner to keep herself on schedule.

I believe Chris would be a great asset to the school. She is a vital member of our team, but we do not want to prevent her from achieving her career goals.

I highly recommend Chris for the administration position in the school and am confident that you will be just as pleased with her work as I have been these last 2 years. If you would like to discuss details about her job performance, please feel free to give me a call or shoot me an email. I will be happy to meet with you and help Chris's transition to be a smooth one should you decide to hire her.

Kind Regards

*Helen Highwater*

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P&C Association President