



Roles and Responsibilities of the PSA – December 2018

Committee

A committee is a team of volunteers who are elected at the association's Annual General Meeting (AGM) to manage the PSA on behalf of the members. There are two types of committee member, Officer and Ordinary (or Other) member. Officers have specific roles such as Chair, Treasurer or Secretary. Ordinary Committee Members play a vital role working alongside and supporting the Officers. All committee members have equal voting rights, with the exception of the Chair, who has an additional casting vote, should this be needed.

Additional support

In addition to the elected committee, it is valuable to have a list of volunteers/helpers, who are willing to support the work of the committee. It would be acceptable for such volunteers to attend committee meetings, but they would not have a vote; only elected committee members (Ordinary and Officers) can vote. Being a nominated PSA volunteer can be a gentle introduction to the committee and such volunteers may well go on to being a fully elected committee member with full voting rights.

PSA Officers roles and responsibilities

Chair

The Chair should work closely with the school senior leadership team (SLT), Vice Chair, Treasurer and Secretary to ensure that the PSA is run effectively. The main role of the Chair is to lead half termly meetings and oversee the running of the annual fundraising events.

Key responsibilities:

- Provide leadership.
- Set the Agenda for Meetings and run the meeting (at school every half term).
- Welcome and involve new Members.
- Write regular newsletters in cooperation with the Secretary.
- Signs cheques for the PSA with one other Committee Member (i.e. Treasurer/Secretary)
- Meet with SLT members and the Treasurer to agree PSA financial commitments for the year

Vice Chair

The Vice Chair supports the Chair in providing leadership for the Committee, helps set the Agenda for the meetings and helps manage meetings in line with the Agenda. The Vice Chair deputises for the Chair when necessary and assists in the organisation and operation of the PSA. The Vice Chair will also work closely with the Secretary, promoting and communicating the work of the PSA through publicity.

Key responsibilities:

- Support the Chair in providing leadership.
- Chair any meetings that the Chair is unable to attend.
- Liaise with the Committee and Sub-Committees organising events.
- Prepare Meeting Agendas in consultation with the Chair.
- Welcome and involve other parents into the PSA.
- Work closely with the school office and Secretary to circulate information to parents via email, website or text alerts
- Prepare, with the Chair, the Annual Report for the AGM
- Liaising with the local press to get press coverage of PSA events.
- Publicising PSA events and fundraising initiatives
- Ensuring posters are displayed around the school in good time, liaising with class reps.

Secretary

The Secretary is a key Committee Member as they are responsible for ensuring effective communication links between Committee Members and between the PSA and the School.

The Secretary deals with all the correspondence that the PSA receives and helps the Chair ensure that Committee Meetings run smoothly. Building up a good relationship with the School, the Secretary will help make sure that correspondence, sent to the School, is passed onto the PSA promptly.

The Secretary can arrange to leave PSA notices with the School office for distribution with School mailings / text to parents. The Secretary will make arrangements for the Annual General Meeting (AGM) and help the Chair prepare the Annual Report.

Key responsibilities:

- Deal with correspondence.
- Send email to committee to confirm date of next meeting and their attendance.
- Prepare Agendas along with the Chair.
- Take the minutes of meetings, type them up and distribute them to the committee.
- Ensure that enough committee members are present to make the meeting valid (i.e. at least four committee members should be present).
- Write the Annual Report with the Chair.
- Prepare and distribute newsletters and other communications to parents.
- Prepare flyers, posters, tickets, etc. for events

Treasurer

The role of the treasurer is to manage and control the funds the PSA raises. The Treasurer should record all income and expenditure, details of the amounts received and spent, and have the information available for every Committee Meeting plus:

- The balance of funds
- committed expenditure
- Income, expenditure and profit from each event held

The Treasurer should report on the current financial position at each Committee Meeting and this should be recorded in the Minutes. The report should include an update on funds received and spent since the last report. If the Treasurer is unable to attend a Committee Meeting, a written report should be sent to the Chair, at least one or two days before the Meeting. All financial decisions taken should be recorded in the Minutes of the Meeting.

Key responsibilities:

- Maintain the financial records by reconciling PSA bank accounts on a monthly basis to fully account for all incoming/outgoing payments and present income expenditure at meetings.
- Liaise with the bank, advising them of agreed changes to the bank mandate, i.e. those authorised to sign cheques.
- Count and bank all income from PSA events.
- Manage cash floats, ticket sales and incoming monies for all PSA events, this should be managed by two members of the PSA Committee at any time.
- Arrange appropriate licenses for events.
- Raise cheques/BACS payment on request of PSA Chair in relation to requests for funds for approved payments.
- Manage expenses to reimburse PSA members for any items purchased and keep record of receipts (expenses must be approved in advance by Chair/Vice Chair).
- Maintain on-going registration Charity Commission and Gift Aid.
- Draw up the annual accounts.
- Safekeeping of Cheque and Paying in books and all PSA account files.
- Maintain an up to date list of authorised signatories to PSA bank accounts.
- Maintain financial delegation declaration (change names when needed).
- Pay Parent Kind membership fees (covers PSA insurance)

Committee Members

Ordinary Committee Members work alongside the Officers, contributing ideas, helping to organise events or running smaller projects. They also have an important role to play alongside the Officers of the PSA in ensuring good communication with the rest of the School, encouraging participation and enthusiasm for the events organised by the PSA.

Class Reps

Class Reps ensure good communication with the parents and teachers of their class. They organise social events for the parents and carers of their class. They may run small projects for the school, organise stalls and helpers for Summer and Winter Fairs and help out where they can with PSA events. They also liaise with the Class teacher to organise fundraising activities for their Year group. E.g. Bake Sale.

Key responsibilities include:

- Maintain a class list: email distribution group and text message group where possible (this should be renewed each year in line with GDPR rather than carried forward).
- Provide feedback and ideas from class to the PSA Committee.
- Welcome new parents to the School.
- Liaise with class teacher for any specific help required from PSA.
- Arrange social events for their class.
- Organise the Year Group fundraising activity.
- Help out at and recruit volunteers for PSA events.