

## **PSA Committee roles**

### **Chair**

#### **Characteristics**

The Chair provides leadership for the committee setting the agenda for meetings and manages meetings in line with the agenda.

The Chair should ensure that issues are properly debated and an agreement is reached. Some committee members will be better at expressing themselves than others; it is important that the chair welcomes contributions from all members of the PSA so that everyone feels involved.

The Chair will ensure that all new members feel welcome and their contributions valued. The Chair will introduce them to the other members and encourage them to play an active part in the discussions at PSA meetings.

To ensure the smooth running of meetings the Chair must remain impartial and make sure that all parties have a voice and the opportunity to participate in decision making.

The Chair will work closely with the Treasurer and Secretary to ensure that the PSA is run effectively. The Chair will be one of the designated signatories and will sign cheques on behalf of the PSA along with other designated signatories.

#### **Job Function**

To ensure that the business of the PSA is conducted in accordance with the wishes of the representatives of the PSA, to uphold the constitution of the PSA, and prepare reports for the AGM.

#### **Main Duties**

- Provide leadership
- Sign the approved minutes of each meeting
- Set the agenda for meetings
- Get to know members of the committee
- Run meetings in an efficient and timely manner ensure that everyone is able to contribute
- Agree a date for the next meeting
- Welcome and involve new members
- Write the annual report in cooperation with the secretary
- Sign cheques for the PSA with one other committee member

### **Secretary**

#### **Characteristics**

The secretary ensures that the PSA runs smoothly and provides a link between committee members and the PSA, and between the PSA and the school. This requires good organisational and communication skills and being able to stick to deadlines.

#### **Job Function**

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 meetings run smoothly. Building up a good relationship with the school Secretary will help make sure that correspondence, sent to school, is passed onto the PSA promptly.

As well as dealing with correspondence, following a meeting, the Secretary will need to make bookings and other arrangements for events. Confirm arrangements made by phone in writing (by letter or email). The Secretary will make arrangements for the Annual General Meeting (AGM) and help the Chair prepare the annual report. The Secretary may also be involved in co-signing cheques on behalf of the PSA.

### **Main Duties**

- Deal with correspondence
- Arrange meetings
- Prepare and distribute agendas
- Take the minutes of meetings, type them up and distribute them
- Ensure that enough PSA members are present to make the meeting quorate
- Sign cheques as required
- Write the annual report with the chair
- Preparation and distribution of newsletters and other communications to parents
- Preparation of publicity flyers, posters, tickets etc for events

## **Treasurer**

### **Characteristics**

The Treasurer oversees the management of the funds the PSA raises. Although all the members have equal responsibility to manage and control the funds the Treasurer plays an important part in helping the committee carry out these duties properly.

### **Job Function**

To maintain up to date records of all PSA financial transactions.

### **Main Duties**

- Day to day management of accounts, including issuing bills and receipts on behalf of the PSA and making payments.
- To prepare and update financial ledgers on a regular basis.
- To complete banking transactions on a regular basis.
- To organise floats for fundraising events, collect and reconciles monies raised at these events and report totals raised.
- To prepare and report financial statements at PSA meetings.
- To prepare a concise Financial Report for the Annual General Meeting, Charity Commission and Gift Aid.