



ROLES AND RESPONSIBILITIES OF THE PSA COMMITTEE MEMBERS

CHAIRPERSON

The role of the Chairperson of the PSA is to lead the PSA committee meetings. These are usually held once every half term. They also lead the AGM once a year. The Chairperson liaises with the Headteacher to organise dates of PSA events throughout the school year. An important part of the Chairperson's job is to meet regularly with the Headteacher and office staff to ensure that a good level of communication is maintained, that all dates are in the school diary, website and the sending out of PSA items through Parent Mail. They can assist committee members in organising and running events. The Chairperson can be any member of the committee and they are voted in at the AGM and nominated and seconded by any PSA members.

VICE CHAIRPERSON

The Vice Chairperson supports the Chair in all aspects of their role. They deputise in their absence and lead meetings when necessary. The Vice Chairperson will also liaise with the Chair on a regular basis to ensure the smooth running of the PSA and provide support where required in organising or running events. The Vice Chairperson can be any committee member and they are voted in at the AGM. They are nominated and seconded by any PSA member.

TREASURER

The role of the Treasurer is to maintain and track details of income and expenditure for the PSA. The Treasurer will prepare a summary of annual income and expenditure (together with supporting information) for an independent review. They will supply, annually, financial and other information to the Charities Commission, ensuring compliance with relevant legislation governing Charities. The Treasurer will be required to produce ad hoc financial information for PSA Chair and Headteacher. They will also prepare a short Treasurer's report and figures to be presented at PSA meetings (held each term). As Treasurer you prepare floats for all PSA events and have overall responsibility for counting and banking money post-event and producing the profit/loss made at each event. The Treasurer is responsible for banking all other money raised (e.g. cake and ice cream sales, film show, disco). They are also responsible for paying third party suppliers and reimbursing parents either by BACS or cheque, counter signed by the Chair or the Headteacher.

SECRETARY

The role of the Secretary is to take the minutes at all PSA committee meetings. They ensure that the minutes are sent out to all committee members and parents through the office / Parent Mail. They send out the appropriate paperwork for the AGM and also take minutes at the meeting. Any committee member can be the Secretary. The Secretary needs to be nominated and seconded by any PSA member at the AGM.

CLASS REPRESENTATIVES

The role of the PSA Class Representatives is to be a link between the PSA committee and the parents of each year group. They can bring ideas and suggestions from the parents to the committee meetings and vice versa, feeding back from the committee to the parents. They organise parents to help at the PSA events. They form working groups with other PSA committee members to organise any major PSA events. There are usually two reps per year but there is no limit on the number of reps that each year can have.