

Sir Thomas Rich's School Parents' Association

The role of the Chair (DRAFT)

Main purpose of the role

The Chair of the Parents' Association acts as the lead for the meetings and ensures all the activities and decisions are compliant with the Constitution. The Chair acts as the main point of contact for the school and the parents.

Duties and key responsibilities

- Prepare for meetings (with the Secretary) including formalising all agendas and minutes
- Identify outstanding items of action or discussion from previous meeting and ensures action is taken as agreed
- Introduce and welcomes any new members attending
- Ensure all meetings are inclusive allowing all attendees to express their opinions as well as managing time taken during the meetings
- Delegate tasks to other members and volunteers, and checks they are completed
- Liaise with the school to ensure grant requests are discussed and agreed by the committee and monies are distributed equitably between departments
- Liaise with the school to ensure all fund raising activities and social events organised are compliant with their regulations and ethos
- Ensure the committee fulfils its role in respect of governance of the association as set out in the constitution, for example holding an AGM, election of committee, ensuring annual returns are completed for the Charity Commission etc.
- Ensure all trustees, committee members, parents, past parents, volunteers and staff are kept informed of decisions made, activities planned and outcomes reported
- Work constructively with the uniform shop volunteers to ensure coordination of effort and the best use of resources to benefit the PA and STRS
- Ensure the volunteers involved in the PA are coordinated fairly, kept informed of requirements and treated respectfully
- Write the annual report for the PA for presentation at the AGM and submission to the Charity Commission
- Be a signatory on the PA bank account (along with the Treasurer, at least one other committee member & the Head teacher)
- Acts as the spokesperson for the PA at school events when requested and agreed by the Committee
- Be fully aware of all policies which affect the activities of the PA, particularly our Code of conduct policy and Financial reporting and managing funds policy and ensure all volunteers are aware of any aspects which may apply to them
- Be a trustee of the PA registered with the Charity Commission

Key skills

- **Leadership skills** Confident and assertive, able to control meetings and call to order where necessary. Manage time in meetings to ensure contributions are brief and ensure everyone's views are heard and balanced decisions are made,
- **Vision** – Able to identify the longer term perspective of the PA and maintain good relations with staff and the Head teacher at the school

Key skills (continued)

- **Excellent communication skills** - Calm, friendly and approachable, acting as the main point of contact for the PA for the school and parents. The Chair must be inclusive and make sure everyone feels welcome
- **Organisational skills** - Organised and able to delegate, ensuring the workload is shared and tasks are completed as agreed

This role statement was approved on & is to be reviewed every year at the AGM

DRAFT

Sir Thomas Rich's School Parents' Association

The role of the Deputy Chair (DRAFT)

Main purpose of the role

The Deputy Chair of the Parents' Association (PA) acts as cover for the Chair for meetings and in all other PA activities as outlined in the PA Constitution if the Chair is not able to perform the usual duties

Duties and key responsibilities

Please refer to "The role of the Chair" for Duties and key responsibilities

Key skills

Please refer to "The role of the Chair" for Key skills

This role statement was approved on & is to be reviewed every year at the AGM

DRAFT

Sir Thomas Rich's School Parents' Association

The role of the Treasurer (DRAFT)

Main purpose of the role

Although all trustees have equal responsibility for the control and management of PA funds, the Treasurer takes the lead in this area. The Treasurer maintains up to date and accurate financial records and ensures best practice procedures are followed for counting money, banking and making payments. The Treasurer should keep the committee updated with regular reports, and ensure end of year reports are completed.

Duties and key responsibilities

- Take overall responsibility for managing PA funds and ensure compliance with legislation governing charities
- Prepare and present monthly management accounts and relevant financial updates at each committee meeting
- Prepare and present year end accounts and give a clear concise Treasurer's report at the AGM
- Arrange an Independent examination of the PA annual accounts and liaise with Accountants in this matter, ensuring their annual fees are paid promptly
- Manage and regularly reconcile the PA bank account, holding one of the cheque books (the other is held by the Headmaster's PA) and one of the paying in books (the other is held by the uniform shop co-ordinator) securely
- Organise floats for fundraising activities, collect and reconcile monies taken at these events and report totals raised to the committee and headmaster in a timely manner
- Be a signatory on the PA bank account (along with the Chair, at least one other committee member and the Head teacher) and arrange any changes of authorised signatories required
- Oversee any correspondence with the bank and answer any queries raised
- Ensure all monies spent and received are managed in compliance with the PA's "Financial reporting and managing funds" policy and that this is followed for counting and banking money after events, paying due regard to current insurance levels
- Oversee the operation of the SumUp card payment device and ensure pay-outs reconcile to the PA's records of card payments received, keeping a close eye on the level of charges levied
- Ensure financial records are kept in compliance with GDPR regulations for a minimum of six years
- Ensure procedures for making approved payments and claiming approved expenses are followed by all committee members
- Take joint responsibility (together with the PA Chair) to complete & submit the Charity Commission annual return
- Manage Gift Aid by preparing and submitting annual claims to the Inland Revenue
- Ensure that the PA obtains appropriate licences for raffles and events selling alcohol
- Oversee the operation of the PA's 100 Club, keeping records of current membership, ensuring the Head teacher draws the winning numbers at regular intervals so that prize money may be paid to the winners in a timely manner, processing forms & allocating numbers for any new members and writing to both winning and recently lapsed participants
- Oversee any minibus leasing contracts in place, ensuring payments are being taken in line with expectations and liaise with school's Finance Manager in this regard
- Confirm receipt (via online portal) of donations received from staff at companies with "Matched funding" schemes
- Raise cheques and arrange for second signature for all donations made to the school, including via the small grant scheme
- Ensure that any monies paid to the school on the PA's behalf (ie: for Quiz & Pudding night & raffle tickets) is paid over promptly
- Ensure that payments due for Recycling activities & Easyfundraising are received by the PA and raise any queries required

As at 27 Sept 2018

Duties and key responsibilities (continued)

- Be fully aware of all policies which affect the activities of the PA, particularly our Code of conduct policy and Financial reporting and managing funds policy and ensure all volunteers are aware of any aspects which may apply to them
- Be a trustee of the PA registered with the Charity Commission

Interaction with uniform shop

- Work closely with the Uniform shop co-ordinator, raising cheques for suppliers and for customers for refunds due
- Prepare uniform supply invoices for Pupil Premium students and oversee collection of these monies from the school
- Oversee the provision of a cashier service for uniform shop openings and event
- Ensure appropriate orders placed and any other pertinent financial information, including any deposits made at the bank if the treasurer was unavailable to perform the banking

Key skills

- **Basic understanding of book keeping** – able to maintain accurate records of income and expenditure, ideally including an ability to use Excel spreadsheets and simple formula
- **Organisational skills (with an eye for detail)** – large amounts of cash often need to accurately counted and the Income & Expenditure account & Bank reconciliations must balance
- **Business skills** – recognise opportunities for enhancing the overall operation of the PA from a financial viewpoint, including reviewing processes to ensure the most efficient and effective financial recording system is being used
- **Excellent communication skills** – work effectively with volunteers, the PA committee and school staff reporting to the PA committee at both committee meetings and at the AGM
- **Calm, approachable and a team player** – must remain calm during busy times, and ensure duties are not performed in isolation, by communicating regularly with the rest of the committee

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Sir Thomas Rich's School Parents' Association

The role of the Secretary (DRAFT)

Main purpose of the role

The Secretary supports the Chair to build effective communication links between the school and the Parents' Association (PA) and maintains accurate records.

Duties and key responsibilities

- Prepare for meetings (with the Chair)
- Take minutes at meetings, recording attendance, action points, decisions and proposals.
- Circulate approved minutes, along with a reminder of any actions agreed
- Maintain PA records
- Update trustee details with Charity Commission (as appropriate)
- Assist the Chair writing the annual report for the association
- Ensure all trustees, committee members, parents, past parents, volunteers and staff are kept informed of decisions made, activities planned and outcomes reported
- May be a signatory on the PA bank account (along with the Chair, Treasurer, at least one other committee member and the Head teacher)
- Handle written and email correspondence received for the PA
- Take the lead in ensuring GDPR provisions are adhered to
- Be fully aware of all policies which affect the activities of the PA, particularly our Code of conduct policy and Financial reporting and managing funds policy and ensure all volunteers are aware of any aspects which may apply to them
- Be a trustee of the PA registered with the Charity Commission

Key skills

- **Organisational skills** - Organised and efficient keeping accurate records in a format that can easily be handed over to successor
- **Listening skills** - Good listener and able to identify key discussion points, actions and agreements at meetings to accurately record in minutes
- **Communication skills** - Calm, friendly and approachable –able to communicate confidently with the school and committee
- **Technology skills** - confident using technology to communicate to parents, the school and to the wider parent community via the website

This role statement was approved on & is to be reviewed every year at the AGM

Sir Thomas Rich's School Parents' Association

The role of the Uniform shop coordinator (DRAFT)

Main purpose of the role

The role of the Uniform shop coordinator is to organise the STRS PA Uniform shop on behalf of the PA for the ultimate benefit of STRS. For the sake of simplicity, the responsibilities have been set out as one role although it may be more suitable to divide these between volunteers, with coordination via a uniform shop sub-committee. This role is particularly key to the PA since the shop brings in substantial additional funds whilst also providing a vital service for parents, and the school.

Duties and key responsibilities

- Work with school staff to ensure the required uniform supplies are available when required and in the appropriate quantities
- Work with suppliers to negotiate prices, ensure appropriate orders are placed and received and disputes managed. Collect orders from some suppliers if required
- Draft proposed price lists as and when applicable, for agreement by the PA committee
- Work with the trustees of the PA to ensure all aspects of the uniform shop are compliant with Charity Commission regulations and the PA constitution
- Coordinate volunteers and ensure they know what is expected of them when helping in the shop to make sure the shop runs smoothly
- Work closely with the PA Treasurer to ensure all monies spent and received are managed in compliance with the PA's "Financial reporting and managing funds" policy
- Keep Treasurer informed of supplier cheques needing to be raised (including organising for cheques to be raised for suppliers when the Treasurer is unavailable), refunds to be paid, orders placed and any other pertinent financial information, including any deposits made at the bank if the Treasurer was unavailable to perform the banking
- Organise the shop to provide a good customer experience wherever possible. Provide timely information to parents about price lists, opening times etc. and work constructively to resolve any complaints or issues raised with parents/customers
- Maintain the shop in compliance with health and safety regulations and to report any issues to the PA committee and school with the intention of jointly working to resolve these
- Participate in the Uniform shop sub-committee, ensuring effective communications with volunteers, the PA committee and the school
- Regularly review the operation of the shop and identify opportunities for development of the shop to improve the service to the parents
- Ensure all shop activities and records are GDPR compliant
- Ensure all key dates ie. uniform handout days, are organised in advance with roles defined and good communication with other volunteers who are involved in the event
- Identify a member of the uniform shop team to take the lead role for activities when the co-ordinator is not available and confirm to the PA Chair that this has been arranged
- Provide operational reports to trustees at each PA meeting
- Be fully aware of all policies which affect the running of the shop, particularly our Code of conduct policy and Financial reporting and managing funds policy and ensure all volunteers are aware of any aspects which may apply to them
- If possible, the Uniform shop coordinator should be a trustee of the PA committee, working alongside the committee trustees to ensure compliance with the Constitution and PA policies to provide a vital service for the school.

Key skills

- **Organisation skills** – to work well with all regular volunteers to ensure they all know how the uniform shop operates and have an understanding of the timings and annual procedures
- **Business skills** – to recognise opportunities for enhancing the uniform shop for the benefit of the parents using it. To investigate new suppliers, and review processes to ensure the most efficient and effective running of the shop
- **Marketing skills** – to promote the shop to all parents, ensuring the opening times are readily available for all parents to access
- **Administration skills** – to maintain effective administration records to ensure the smooth running of the shop and reporting to the PA committee and uniform shop sub committee
- **Excellent communication skills** – to work effectively with volunteers, PA committee and school staff

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DRAFT

Sir Thomas Rich's School Parents' Association
The role of the Refreshment Coordinator (DRAFT)

Main purpose of the role

The refreshments coordinator acts as the liaison between the School and the PA to ensure all school events requiring refreshments are included on the volunteer rota. The co-ordinator recruits parent volunteers, organises the rota for each term and ensures suitable supplies are available.

Duties and key responsibilities

- Request from the nominated member of staff the list of events prior to the start of each term to create the events list
- Maintain an up to date list of volunteers who are happy to be contacted to help with refreshments, ensuring compliance with GDPR provisions
- Provide detailed information to all volunteers for individual event types so that they know what they are required to do
- Organise the refreshments rota to cover all school events each term
- Let the appropriate member of staff know if it is not possible to provide refreshments for any event in plenty of time for them to sort out alternative provision
- Help create a positive, supportive and welcoming approach to volunteering at STRS PA activities
- Ensure sufficient supplies are kept available in the two PA cupboards. Out of date items must be removed
- Purchase supplies as required and submit expense claims to Treasurer providing receipts for all items used for PA or school activities
- Ensure both the non-sports events and all sports events (WhatsApp groups) are coordinated if managed separately
- Report back to the PA Committee at every meeting
- Be fully aware of all policies which affect the activities of the PA, particularly our Code of conduct policy and Financial reporting and managing funds policy and ensure all volunteers are aware of any aspects which may apply to them
- Be a trustee of the PA registered with the Charity Commission

Key skills

- **Technology skills** - Be sufficiently computer literate to enable efficient use of technology to coordinate the rota and keep everyone informed
- **Organisational skills** - Be organised, keeping an eye on events and dates to ensure all activities are planned with sufficient time and to provide enough notice of any changes
- **Delegation skills** - Be willing to delegate to ensure a fair distribution of duties
- **Communication skills** - Communicate in a helpful manner when liaising with volunteers and ensure up to date instructions are available

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