

OLSJ Parents' Association

PA Committee Members Roles

The below are the key responsibilities expected for each of the current roles of OLSJ Parents' Association (OLSJ PA) committee members. In addition, as OLSJ PA is a registered charity, all committee members automatically become Trustees of the charity and will have to comply with the legal obligations as set out by the Charity Commission (including completing the *Trustee Eligibility Declaration Form* available on the Charity Commission website, and to make certain details available to upload to the relevant Charity Commission's website). Please read the Charity Commission publication '*The Essential Trustee – What you need to know (CC3)*', which can be found on the Charity Commission website.

Title	Key Responsibilities
Chair	<ol style="list-style-type: none"> 1. Leads the OLSJ PA as an organisation and charity based on the OLSJ strategy and Constitution 2. Prepares PA's annual plan at the beginning of school year – objectives, funding requests from school, events, fundraising, budget, AGM date 3. Ensures the Committee fulfils its governance roles as set out in Constitution, manages elections of Committee, co-options, plans succession before year end, briefs charity trustees on responsibilities 4. Liaises with PA members and ensures support, introduces new members to PA at the beginning of school year 5. Leads Committee meetings, prepares meetings, suggests agenda items 6. Follows up on meeting actions, delegates tasks to other members 7. Liaises with the school, and requests a 'wish list' for the PTA committee to use when deciding which projects to fund 8. Writes the Annual report of the PA 9. Prepares and leads AGM 10. Ensures PA follows charitable law rules 11. Signatory to the PA's bank account 12. Liaises with school, companies and organisations on behalf of the PA
Secretary	<ol style="list-style-type: none"> 1. Supports the Chair to build efficient systems administration and Committee support 2. Prepares Committee meetings agenda and supporting papers 3. Takes and distributes minutes with reminder on actions agreed within 3 days 4. Works on PA annual planning with Chair at the beginning of school year 5. Plans AGM with Chair and sends notice and papers 6. Maintains PA physical resources and storage and online records 7. Updates trustee details with Charity Commission 8. Maintains accessible PA systems for file storage, Committee papers, access to PA Email account 9. Rules for access to digital information and GDPR to be complied 10. PA insurance for events, health and safety procedures, reads PA Insurance Policy Summary detailing cash cover and adhere to any guidelines

OLSJ PARENTS' ASSOCIATION

Registered Charity No. 1207397

<p>Treasurer</p>	<ol style="list-style-type: none"> 1. Maintains up-to-date PA accounts and updates the PA Committee on the financial position every month 2. Checks all expenses and receipts 3. Manages PA bank account and makes approved payments, maintains bank cards 4. Arranges changes to signatories on the PA bank account 5. Manages online payment devices 6. Prepares cash boxes for events, counting and banking of money according to procedures 7. Plans Annual Budget with Chair, prepares budgets for each event 8. Prepares annual treasurer's report for AGM and arranges independent examination of accounts 9. Manages Gift Aid 10. Identifies projects and sources for charity fundraising: <ul style="list-style-type: none"> ○ Donations from individuals - Gift aid, crowdfunding (GoFundMe or similar) ○ Grant applications, matched funding via charity status ○ Fundraising for big projects and prepare projects for sponsorship packages
<p>Events Lead</p>	<ol style="list-style-type: none"> 1. Leads planning and organisation of PA events and activities 2. Plans current/future activities for the year ahead – based on PA and school needs, fun, tradition, and presents to Committee in September 3. Leads organisation of events, venues, budgeting, attendance, resourcing 4. Sets up sub-committee(s) for organisation of each event or groups of events with specific tasks at least 2 months in advance 5. Resources each events by engaging parents, school staff, external organisations with specific roles 6. Develops and uses events organisation template for main activities of an event 7. Promote each event at least 2 months in advance with Communications 8. Follow up on events outcomes to Committee – attendance, income, cost/benefit, feedback
<p>Communications Lead</p>	<ol style="list-style-type: none"> 1. Organises preparation and distribution of regular, Informative and timely communications 2. Sets up comms subcommittee(s) responsible for editorial, social media, by engaging parents with experience in comms/marketing 3. Prepares annual communications plan in September – content, audiences, frequency, channels 4. Sources vibrant, succinct content - promotes events, activities, people, success - uses infographics, pictures 5. Maintains GDPR-compliant PA membership database – names, mobiles, email; skills, involvement, interest 6. Establishes efficient communications channels such as: <ul style="list-style-type: none"> ○ Emails to parents (Mailchimp) ○ Make use of PA tab on school website (last update 2018) ○ Use of social media – FB page, Instagram, Twitter ○ WhatsApp year groups and dedicated Ambassadors ○ PA Website ○ Print publications and posters – when necessary ○ Investigate to launch PA app 7. Leads on marketing to support planning of future events, activities 8. Conducts an online survey of parents to ensure engagement and support for activities