



COMMITTEE ROLES

CHAIR

- To ensure the constitution of the School Association is upheld
- To make sure legal requirements are met for the SA's charity status
- Chair meetings of members and trustees
- Liaise with the secretary to set agendas for meetings
- To have oversight of the different SA teams
- Work with the committee to review the SA policies annually
- Have a DBS or apply for one (the SA and/or school can do this)
- To liaise with school management
- To be 2nd signatory for financial records
- To oversee any other matters as required

SECRETARY

- Provide administrative support to the committee
- Manage the diary of SA meetings and events, and advertise to the SA membership in advance
- In consultation with the Chair, draw up agendas and prepare materials in advance
- Take a record of minutes at SA meetings and distribute to all trustees and make available on school website
- Liaise with the Chair / school to review and maintain the SA content on the school website
- Produce the SA newsletter and liaise with school for distribution
- Liaise with Chair and school office to arrange rooms for meetings / lettings of premises for events
- Create and distribute posters for events and meetings

TREASURER

- To ensure the SA in its charity status is financially compliant
- To manage and keep accurate financial records which comply with legal accounting records
- To manage banking and be the main signatory
- To provide updates at SA meeting on financial matters and account records
- To manage expenses for the charity
- To pay invoices for charity
- To provide and keep records of memberships, legal charity requirements and licences as required
- To provide an end-of-year report and submit records to the charity commission annually
- To ensure accounts are audited as necessary
- Count and record monies after SA events

Additional role: SAFEGUARDING OFFICER

- To undertake level one safeguarding training
- To ensure the safeguarding policy is up-to-date with latest guidance and reviewed annually
- To advise the committee on safeguarding, and health and safety matters
- To support events management with regards to ensuring compliance with appropriate safeguarding expectations and health and safety guidelines
- To support events team with managing risk assessments and support with fire evacuation

FUNDRAISING TEAMS

Charities Team

- To manage and source donations and other giving for SA events
- To manage terms and conditions of sponsorship / donations
- To generate prizes for raffles, etc
- To organise sponsorship of school fete and other events
- To manage 'free fundraising' initiatives (e.g., easyfundraising, Asda Cashpot for Schools)
- To manage communications e.g., 'Thank you' for giving and sponsorship

Events Team

- To plan and organise events for the school community e.g. quiz night
- To liaise with the safeguarding officer to ensure safeguarding policy is adhered to at events
- To liaise with the safeguarding officer to ensure the health and safety aspect of events is managed, including completion of relevant risk assessments and fire evacuation procedures
- To source and book suitable contractors and materials for the event
- To liaise with the SA secretary to hire premises for the event
- To comply with the school lettings policy
- To liaise with the SA secretary to ensure event is well marketed
- To liaise with volunteers to run the event

Sales Team

- To plan and organise sales events for the school community e.g., second-hand uniform sale; cake sales, ice-lolly sales
- To liaise with the safeguarding officer to ensure health and safety is adhered to, including food safety regulations and carrying out appropriate risk assessments
- To manage raffles; charity Christmas cards; charity tea towels
- To liaise with the SA Secretary regarding communications with the school

Summer Fete Team

- To plan and organise the annual summer fete
- To liaise with the safeguarding officer to ensure safeguarding policy is adhered to at events
- To liaise with the safeguarding officer to ensure the health and safety aspect of events is managed, including completion of relevant risk assessments and fire evacuation procedures
- To source and book suitable contractors and materials for the event
- To liaise with the SA secretary to hire premises for the event
- To comply with the lettings policy
- To liaise with the SA secretary to ensure event is well marketed
- To liaise with volunteers to run the event

CLASS REPRESENTATIVES (2 or more per class)

- Facilitate effective communication and a sense of community among the class parents, especially during the infant years as people are "settling in" to school life
- To be the liaison between parents and SA for managing events
- To volunteer at SA events and help recruit parent helpers for these events e.g. tickets sales (Each year group is allocated stalls for any fairs organised by the SA and some class fundraising events)
- To organise parents' socials, which are an effective way of helping class parents get to know one another and build a sense of community
- To undertake tasks for the class as agreed / requested by the class parents e.g. end of year card/collection for gift for class teacher, Christmas gift and card, Year 6 Leavers' celebration
- This role is not to be confused with the role of the parent forum class rep, whose role is to raise school issues on behalf of the parents, directly with the leadership team at parent forum meetings