

GPPSA Committee roles

CHAIR

Characteristics

The Chair provides leadership for the committee sets 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 committee 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 committee 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 GPPSA is run effectively. As an Officer of the committee, the Chair will be one of designated signatories and will sign cheques on behalf of the GPPSA along with other designated signatories.

Job function

To ensure that the business of the GPPSA is conducted in accordance with the wishes of the representatives of the GPPSA, to uphold the constitution of the GPPSA, and prepare and submit statutory reports to Regulatory Bodies

Main duties:

- Provide leadership
- Sign the approved minutes of the last meeting
- Set the agenda for meetings
- Get to know members of the committee
- Run meetings in an efficient and timely manner ensuring 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 GPPSA with one other committee member

DEPUTY CHAIR

Characteristics

The support provided by the Deputy Chair is invaluable. Deputising for the Chairperson when necessary, the Deputy Chair helps to ensure that the Committee and all of the events continue to run smoothly. As with the Chair, leadership, enthusiasm and energy are necessary qualities for this post.

Job function

To support the chair in all aspects of their role, to ensure that the business of the GPPSA is conducted in accordance with the wishes of the representatives of the GPPSA and to uphold the constitution of the GPPSA.

Main duties:

- To chair meeting in the absence of the Chair
- To draw up annual GPPSA programme in consultation with the Chair.
- To prepare meeting agendas by consulting with the GPPSA Chair.

- To welcome and involve other parents into the GPPSA.
- To lead parent and wider school community engagement in GPPSA (class representatives, use of local contacts and skills).
- To prepare with the Chair the GPPSA annual report for the Annual General Meeting.

TREASURER

Characteristics

A key role for all committee members is to manage and control the funds the GPPSA raises. Although all the committee members have equal responsibility for the control and management of GPPSA 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 GPPSA financial transactions

Main duties:

- Day-to-day management of accounts, including issuing bills and receipts on behalf of the GPPSA 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 reconcile monies raised at these events and report totals raised to the appropriate stakeholders. Money raised at school events will be locked in the school safe after the event.
- To prepare and report financial statements at GPPSA Meetings.
- To prepare a concise Financial Report for the Annual General Meeting.
- Charity registration and Gift Aid

SPONSORSHIP & COMMUNICATIONS OFFICER

Characteristics:

A vital role within the GPPSA is promoting and communicating work of the GPPSA. The Sponsorship & Communications Officer must be an excellent communicator both in writing and in person.

Job Function:

To raise awareness of the GPPSA events and establish links with the parents and local community.

Main duties:

- Work closely with the school office to circulate information to parents via email, website or text alerts
- Publicising GPPSA events and fundraising initiatives,
- Liaising with the local press to get press coverage of GPPSA events.
- Ensuring posters are displayed around the school in good time.
- Ensuring all information on GPPSA work is kept current and up to date

COMMITTEE MEMBERS

Committee Members work alongside the Officers.

Main duties:

- Attends GPPSA meetings
- Gets involved in planning, owning and running events
- Runs smaller projects
- Encourages participation and enthusiasm for the events organized by the GPPSA

We want representation across all year groups. New parents to the school will be warmly welcomed.