



PSA Role Profiles

Role	Chair, PSA Committee
Key Purpose of Role	To take a lead role in developing the PSA and its efforts to facilitate the school in advancing the education of its pupils, in partnership with the School's representatives
Outline of Role	- To lead Committee and Chair the PSA Meetings and other meetings as and when required - To initiate the fundraising strategy and annual plan for the PSA – being the final decision maker (in association with the Leadership team of St. Martin's) with regards to events and fundraising initiatives - Be the guardian of the PSA's Constitution and ensure that it is adhered to, especially with regard to the AGM - Be the liaison point with the Leadership team of St. Martin's School when discussing PSA plans and events - With the committee, and especially the Treasurer, decide in conjunction with the School, where PSA funds are best directed to support the children's education - Set the agenda and run the meetings and in conjunction with the Secretary; ensure distribution of the meeting minutes - Set the tone for the Committee's work and provide leadership to the Committee, in partnership with the Head Teacher - Play a lead role in PSA fundraising activities - In conjunction with the Treasurer, monitor the financial activities of the PSA - Initiate and lead the Committee's annual evaluation - Ensure relevant and timely PSA communication with parents - whether this be via school newsletter, book bag drop, text, email or social media post - Co-ordinate and delegate tasks as appropriate across the PSA membership
Meetings and opportunities for involvement	- Attendance at PSA Committee meetings - Compulsory attendance at the AGM - Encourage participation in the PSA when a new cohort joins each September - Attendance at PSA functions as and when required - Ensure a healthy, regular dialogue with the St. Martin's Leadership Team

Other Relevant Information	• Previous experience of managing meetings or being a Committee member is desirable • Effective communication and interpersonal skills
-----------------------------------	--

Role	Vice Chair, PSA Committee
Key Purpose of Role	To assist the Chair in taking a lead role in developing the PSA efforts to facilitate the school in advancing the educational needs of the school's pupils
Outline of Role	• To be a key member of the Committee and assist the Chair in managing the PSA Committee meetings • In the absence of the Chair, to deputise and Chair the PSA Committee meetings • To work closely with the Chair and Head Teacher to set the tone of the Committee's work and provide leadership to the Committee • Perform other duties as assigned by the Committee (e.g. lead sub committee/project/fund raising group) • To work in partnership with other Committee members and build effective working relationships that contribute to consensus
Meetings and Opportunities For Involvement	• Attend PSA Committee meetings • Compulsory attendance at the AGM • Attend meetings with the school's Leadership Team as required • Attend PSA functions as and when required
Other Relevant Information	• Previous experience of managing meetings or being a Committee member is desirable • Effective communication and interpersonal skills

Role	Secretary, PSA Committee
Key Purpose of Role	To be the Secretary to PSA Committee meetings and ensure that the Committee information is accurately and appropriately recorded, managed and distributed to the relevant stakeholders
Outline of Role	• To be a key member of the Committee • Maintain records/minutes of the Committee and ensure the effective management of the records/minutes • Manage the timely distribution of the Committee minutes of the meetings • To manage and oversee the logistical arrangements for the Committee meetings • To work in partnership with other Committee members and build effective working relationships that contribute to consensus • Be the guardian of the PSA's Constitution and ensure that it is adhered to, especially with regard to the AGM • Be the guardian of PSA templates and branding – update when required and assist other members to use them on PSA material • Along with other Committee members, update any PSA social media presence with relevant and timely communications
Meetings and Opportunities For Involvement	• Attend PSA Committee meetings • Compulsory attendance at the AGM • Attend PSA functions as and when required
Other Relevant Information	• Previous experience of note taking is desirable • Effective communication skills • Ability to use IT /computers and various word software packages

Role	Treasurer, PSA Committee
Key Purpose of Role	To be responsible for keeping an account of all the income and expenditure of the PSA
Outline of Role	• To be a key Committee member • Present financial reports/updates to the PSA Committee meetings, if or when required • Submit the PSA accounts to the Annual General Meeting after they have been duly audited • To arrange payment of monies associated with the PSA • To have custody and account for all the PSA funds and to keep an accurate record of income, receipts and expenditures • In conjunction with other Committee signatories, to sign off PSA cheques/payments • To work in partnership with other Committee members and build effective working relationships that contribute to consensus • To work with the Committee and the School's Leadership Team to decide best use of PSA funds to support the children's education
Meetings and opportunities for involvement	• Attend PSA Committee meetings • Compulsory attendance at the AGM • Preparation of PSA Accounts and Committee Reports
Other Relevant Information	• Some previous experience of book keeping or accountancy is desirable • Effective communication skills

Role	PSA Class Representative (one per year group)
Key Purpose of Role	Disseminating relevant PSA information to the families of the assigned year group
Outline of Role	• Disseminating relevant PSA information to their specific class • Gathering information when needed from their class back up to the PSA Committee • Encouraging class involvement in PSA events • Encouraging attendance at PSA meetings and social events • Involving families in creative thinking of new ways to raise funds and build community spirit • Reminding families about fundraising schemes such as Easyfundraising
Meetings and Opportunities For involvement	• Attend PSA meetings where possible • Review PSA minutes and share key points with assigned year group
Other Relevant Information	• Ability to effectively communicate • Willingness to support the PSA and its activities

Role	Business Sponsorship Representative
Key Purpose of Role	Establishing relationships with businesses so that they may assist the PSA's fundraising goals
Outline of Role	• Finding ways to raise PSA funds and/or secure resources with the support of local and national businesses (such as raffle donations, selling advertising space, sponsorship, borrowing equipment etc) • Selling advertising space in our annual event programmes (eg Advent Fayre and Summer Fayre) • Building good relationships with local businesses to find ways to promote their businesses and create fundraising opportunities for us • Working with the Raffle Management representative to seek donations from businesses for PSA raffles and Silent Auctions
Meetings and Opportunities For involvement	• Attend PSA meetings where possible
Other Relevant Information	• Ability to effectively communicate • Creative thinking and an entrepreneurial streak beneficial • Willingness to support the PSA and its activities

Role	PSA Raffle Manager
Key Purpose of Role	Managing all aspects of any raffles which are undertaken throughout the year (this applies to ticketed raffles as well as auction style raffles)
Outline of Role	- Management of all PSA raffles - this involves acquiring donations, preparing tickets, selling tickets and drawing the raffles, acknowledging/thanking those who have donated - Advertising the sale of tickets where they are available in advance - Arranging and overseeing helpers for any of the raffle tasks - Ensuring that we remain compliant with the local legislation regarding the sale of tickets - Provide advice to other parents who are running smaller raffles at PSA events
Meetings and Opportunities For involvement	- Attend PSA meetings where possible - Ensure attendance or appropriate cover on occasions where there is a main raffle draw taking place
Other Relevant Information	- Ability to effectively communicate - Creative thinking and an entrepreneurial streak beneficial - Willingness to support the PSA and its activities