

## **Chesterton School Association**

The School Association is integral in assisting the school in advancing the education of pupils by helping to raise funds and support school activities.

All parents and guardians of pupils are members of the School Association. A small committee represents the School Association and works closely with the school to organise and run fund raising events. Class representatives can also be appointed to help recruit volunteers and promote fund raising events.

School Association meetings once every half term. As members all parents are entitled and welcome to attend the meetings which are held at the school.

Chesterton School takes great pride in its tremendous parent / guardian volunteer support. You can really make a difference!

We hope that the following information will help you find out more about getting involved and helping to make Chesterton School.

*Thank you for your contribution to our community!*

### **Introduction & Overview of SA Roles**

Chesterton school is a wonderful community because of its extensive parental support and the volunteer contributions of people just like you! Job descriptions for SA committee roles are on the following pages. To get you started, here are the answers to a few commonly asked questions:

#### **What SA Committee positions are available?**

SA committee positions are open to any Chesterton parent / pupil guardian and do not require previous PTA / SA experience. The committee consists of a secretary/ Publicity Officer, Catering Officer, Treasurer, Chair and Vice Chair and a representative from the teaching staff at the school.

#### **How do SA committee positions get filled?**

The SA committee, coordinated by the current secretary, is elected in October of each school year at the AGM. This committee then seeks out and presents nominees for each committee position at the annual general meeting held in the October of each school year. . If you are interested in a SA committee position, you should look for announcements on the SA's web page and communications. Please also feel free to approach committee members or the school office.

## What are the basic job responsibilities of SA Committee members?

### Job Description: School Association Chair

Accountable to: School Association

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#### Qualities

The Chair provides leadership and needs enthusiasm, energy and, most importantly, the dedicated support of the School Association committee, teachers and parents alike. It is the Chairperson's responsibility to co-ordinate the organisation of all School Association events and to liaise regularly with the Headteacher to ensure the School Association is working in harmony with the school. It is an intensive role, which requires a tremendous commitment but can be an extremely rewarding experience and provide you with a lot of fun.

#### Job Purpose

To ensure that the business of the School Association is conducted in accordance with the wishes of the representatives of the School Association, to uphold the constitution of the SA

#### Main Duties

1. To chair SA meetings, ensuring they are effective and that decisions taken at meetings are carried out in a manner that reflects the needs and wishes of the representatives of the SA.
2. To ensure that SA business is conducted in an open and transparent way and that all relevant documents are posted on the SA website.
3. To make sure that SA meeting agendas and minutes are completed and distributed in a timely manner.
4. To support and authorise the work of SA elected officials.
5. To prepare the SA annual report for the Annual General Meeting.
7. To oversee the formation of sub-committees for fundraising events and make sure they prepare accordingly for their events and receive the required support to hold a successful event.
8. Welcome and involve other parents into the SA.
9. To correspond with sponsors, the SA and the Headteacher when specific actions relating to SA business are required.
10. To communicate to all parents, wider school and community about meetings, news and events via parentmail, flyers, posters, newsletters and website.
11. To work with event/project committees to publicise and encourage involvement from entire school community
12. To establish and keep up to date volunteer database.

## **Job Description: SA Vice-Chair**

Accountable to: School Association

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### **Qualities**

The support provided by the Vice-Chair is invaluable. Deputising for the Chairperson when necessary, the Vice-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 Purpose**

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

### **Main Duties**

1. To chair any meetings that the Chair is unable to attend and be involved in, or liaise with the committee and subcommittees organising events.
2. To draw up annual SA programme in consultation with the Chair.
3. To prepare meeting agendas by consulting with the SA Chair.
4. To welcome and involve other parents into the SA.
5. To lead parent and wider school community engagement in SA (class representatives, use of local contacts and skills).
6. To work with local sponsors to produce the 'End of Year School Booklet'
7. To prepare with the Chair the SA annual report for the Annual General Meeting.

## **Job Description: School Association Secretary & Publicity Officer (one role or split into two roles)**

Accountable to: School Association

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### **Qualities**

The Secretary ensures that the SA runs smoothly and provides a link between Committee Members and the SA, and between the SA and the School. This requires good organisational and communication skills and being able to stick to deadlines.

### **Job Purpose**

To fulfil and perform the secretarial duties required for the smooth running of the SA and to lead in producing timely communication on all aspects of SA activity and business.

### **Main Duties**

1. To ensure all arrangements are made for SA meetings.
2. To ensure that SA meetings are publicised in advance of the meeting.
3. To make sure that SA meeting agendas and minutes are completed and distributed in a timely manner, including publishing on website where appropriate.
4. To take minutes at SA meetings and the Annual General Meeting.
5. To communicate to all parents, wider school and community about meetings, news and events via parentmail, flyers, posters, newsletters and website.
6. To plan and develop termly printed SA newsletter and monthly e-updates
7. To develop and manage the SA website, ensuring it is up-to-date.
8. To assist the Chair, Vice-Chair and Treasurer with specific requests which require formal written correspondence.
9. To assist the Chair, Treasurer and sub-committees at fundraising events.
10. To make sure that the SA obtains and holds the correct and appropriate licences for Fundraising events e.g. licences for the bar and sale of raffle tickets.
11. To establish diary dates and keep updated and well-publicised.

## **Job Description: School Association Treasurer**

Accountable to: School Association

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### **Qualities**

Whilst all Committee members have equal responsibility for the control and management of the SA's funds, the Treasurer plays an important role in helping the Committee carry out these duties properly. A good understanding of financial issues is key, although there is no need to be a qualified accountant!

### **Job Purpose**

To maintain up-to-date records of all SA financial transactions

### **Main Duties**

1. Day-to-day management of accounts, including issuing bills and receipts on behalf of the SA and making payments.
2. To prepare and update financial ledgers on a regular basis.
3. To complete banking transactions on a regular basis.
4. To organise floats for fundraising events, collect and reconcile monies raised at these events and report totals raised to the appropriate stakeholders.
5. To prepare and report financial statements at SA Meetings.
6. To prepare a concise Financial Report for the Annual General Meeting.

## **Job Description: School Association Catering Officer**

Accountable to: School Association

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### **Qualities**

Working closely with the other SA Committee members, the Catering Officer ensures that all the SA event catering and refreshments runs smoothly. This requires good organisational and communication skills and an eye for a bargain!

### **Job Purpose**

To co-ordinate the provision of the catering and refreshments for SA events.

### **Main Duties**

1. To purchase and make arrangements for the storing of catering provisions (food, drink etc)
2. To recruit helpers to assist in preparing and providing catering and refreshments
3. To advise on suitable catering options for events
4. To keep details of catering stocks