

Creative British School Parent Staff Association Committee Roles and Responsibilities.

Chairman

The Chairman provides leadership for the Committee, sets the agenda for the meetings and manages meetings in line with the agenda.

The Chairman 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 Chairman welcomes contributions from all members of the Committee so that everyone feels involved.

New members of the Committee may feel awkward at first. The Chairman should welcome all new members, introduce them to the other members and encourage them to play an active part in the discussions at committee meetings.

Occasionally, personality clashes may arise. The Chairman should remain impartial, call the meeting to order without upsetting the parties involved, and make sure that the Committee's decisions are not hindered in any way.

The Chairman needs to work closely with the Treasurer and Secretary to ensure that the PSA is run effectively. As a committee officer, the Chairman is often one of the people to sign cheques on behalf of the PSA, normally along with either the Treasurer or Secretary.

Key responsibilities:

- Provide leadership
- Sign the approved minutes of the last meeting
- Set the agenda for meetings
- Get to know members of the Committee
- Call the meeting to order when it is time
- Agree a date for the next meeting
- Welcome and involve new members
- Close the meeting
- Ask for apologies for absence
- Write the annual report in cooperation with the Secretary
- Follow the agenda and manage the meeting
- Sign cheques for the PTT with one other committee member

Secretary

The Secretary is a key committee member as they are responsible for ensuring effective communication links between committee members, and between the PSA and the school.

The Secretary deals with all the correspondence that the PSA receives and helps the Chairman ensure that committee meetings run smoothly. Building up a good relationship with the school secretaries will help make sure that correspondence, sent to the school, is passed onto the PSA promptly. With the agreement of the Principal, the PSA Secretary can usually arrange to leave PSA notices with the school secretaries for distribution with school mailings to parents or for distribution via 'pupil mail'.

As well as dealing with correspondence, following a committee meeting, the Secretary will need to make bookings and other arrangements for events and confirm arrangements made by telephone in writing (by letter or e-mail). The Secretary will make arrangements for the Annual General Meeting (AGM) and help the Chairman prepare the annual report. The Secretary may also be involved in co-signing cheques on behalf of the PSA.

Key responsibilities:

- Deal with correspondence
- Write up the minutes of the meetings
- Prepare agendas
- Distribute minutes to all the Committee
- Call meetings – giving plenty of notice
- Make meeting and event arrangements
- Keep a record of attendance at meetings
- Take notes during meetings
- Ensure that enough committee members are present to make the meeting quorate as defined by the Constitution
- Co-sign cheques as required
- Write the annual report with the Chairman

Treasure

The key role for all committee members is to manage and control the funds the PSA raises. Although all the committee members have equal responsibility for the control and management of PSA funds, the Treasurer plays an important part in helping the committee carry out these duties properly.

The Treasurer should record all income and expenditure. This can be a simple accounts book or a computerized system. The Treasurer should record details of the amounts received and spent and have the details available for every committee meeting plus:
the balance of funds; committee expenditure; and income, expenditure and profit from each event held.

The Treasurer should report on the current financial position at each committee meeting and this should be recorded in the minutes. The report should include an update on funds received and spent since the last report. If the Treasurer is unable to attend a committee meeting, a written report should be sent to the Chairman at least one or two days before the meeting. All financial decisions taken should be recorded in the minutes of the meeting.

The Treasurer also: liaises with the bank; pays money into the bank account and reconciles the bank statements; advises the bank of agreed changes to the bank mandate, ie., those authorized to sign cheques; raises and signs cheques with the second committee member co-signing (The person co-signing must see what is being paid for before signing. The Treasurer should sign last and keep all original invoices); withdraws money to provide a cash float for events; monitors funds held on account and discusses with the bank the use of higher rate investment accounts (Any decision to use an investment account, including the amount to be put in the account, should be taken by the whole committee); ensure any regular payments are made on time to guarantee benefits and take advantage of any discounts.

At each PSA event, two people should take charge of monies received and count the proceeds before they leave the event venue. Once both parties agree the total, it should be recorded and then banked or placed in a night safe. No funds raised should be kept at home.

Finally, before the AGM, the Accounts will have to be drawn up in collaboration with the Chairman and either audited or independently examined as specified in the constitution.

Key responsibilities:

- Maintain the financial records
- Prepare and co-sign cheques as required
- Report income and expenditure at meetings
- Count and bank monies
- Liaise with the bank
- Regular and other payments
- Draw up the annual accounts