

## **SASA**

As a parent/carer of a child attending St Andrew's Junior School, you automatically become part of SASA (St Andrew's School Association)

We have excellent support from parents at events however, as a registered charity we do have to have a committee.

There are approximately three meetings a year to discuss what events to hold and the enrichment we want to raise the money for.

### **Roles and responsibilities**

#### Chair:

To lead the committee, ensuring the PTA is run in line with its constitution and according to the wishes of all members

Typical responsibilities:

- Setting the dates and agenda for meetings
- Managing meetings according to the agenda and remaining impartial while doing so
- Ensuring meetings are held fairly and contributions from everyone are welcomed
- Delegating tasks to committee members and volunteers and ensuring these are carried out effectively
- Getting to know PTA members and welcoming and encouraging new volunteers
- Being the PTA's primary link to the school, which includes agreeing on a wish list with the school leadership team

#### Treasurer x 2:

To manage and control PTA funds according to the wishes of the committee

Typical responsibilities:

- Reporting finances at PTA meetings in a clear, concise way that all members can understand
- Preparing a financial report for the AGM
- Maintaining up-to-date records of all the PTA's financial activity
- Organising floats for fundraising events
- Ensuring money is kept safely before and during events, and banking takings afterwards
- Reporting income and expenditure information after events
- Managing finances on a day-to-day basis, including making payments, completing banking transactions and issuing bills and receipts
- Ensuring PTA bank cards and cheque books are safely stored

#### Secretary:

To ensure the PTA runs smoothly and efficiently through the preparation and organisation of the committee's paperwork.

Typical responsibilities:

- Working with the chair to prepare for and run meetings
- Circulating the agenda and reports before meetings and identifying outstanding items from previous meetings
- Managing all correspondence received by the PTA
- Taking minutes during PTA meetings, typing them up and distributing them to committee members
- Maintaining the PTA's records, including minutes, member contact details and legal documents

#### Communications x 2 (in school and out of school):

Making communications between school, parents or companies.

Typical responsibilities:

- Managing communication between the committee, volunteers, school and school community, including writing emails, newsletters and social media content, which may involve liaising with school admin staff
- Preparing the publicity for events, including flyers, posters and tickets