



# Reading School Parents Association

## Committee roles

A description of the different committee roles and a guide to time commitment.  
How to get involved in the committee.

Updated 14/09/2014

### **About the Committee**

Our PA committee consists of 6 honorary officers:  
Chair, Treasurer, Assistant Treasurer, Secretary, Assistant Secretary and Membership Secretary.

These roles have the additional responsibility of being Trustees for the Charity and ensuring the PA is run in line with its constitution and meets the requirements of the Charities Commission.

There are also a number of executive officers which take on different responsibilities to help the PA achieve its objectives and which provide support and guidance to decisions and actions taken by the committee. These roles may have an additional responsibility of being cheque signatories. There can be no fewer than 3 and no more than 9 executive officers.

### **Executive Members**

<b>Role</b>	<b>Current Holder</b>	<b>Contact</b>
Chair	Mel Horton	01189890216
Treasurer	Jason Humm	01189724981
Assistant Treasurer	Meenu Paliwal	07890505416
Secretary	Vacant	Maggie Berney covering
Assistant Secretary	Vacant	
Membership Secretary	Maggie Berney	01189789684

### **Executive Members**

<b>Role</b>	<b>Current Holder</b>	<b>Accountability</b>
Spring Fayre Sub-Committee Chair (Joint)	Patricia Fryer Sandra Rodrigues	
Careers & Education Sub Committee Chair	Meenu Paliwal	
Uniform Shop Manager	Anne Harding	
Website Manager	Cheryl Archer	
Reading Foundation Representative	Virginia Cullura	
Reading Foundation Representative	Niamh Sherwood	
Reading Foundation Representative	Amit Phadnis	
Committee Member	Marion Murphy	None

## **How to get Involved**

The PA is always looking for new members and everyone is welcome to join the committee. At the AGM, which is held at the start of the new academic year, all officers of the committee are asked to stand down. The new committee is then voted in by the membership. There is always opportunity for new people to take on board committee roles, or to become an ordinary committee member.

There are descriptions for each committee role and an estimate of the time commitment required. If anyone is interested in finding out more they can speak to the PA Chair or any member of the current committee.

If anyone wishes to put themselves forward for any role then they need to contact the PA Chair prior to the AGM in October. If more than one person wishes to stand for a particular role then they may be asked to address the AGM on their reasons and qualification for the role. The AGM will then be asked to vote by a show of hands to elect the officer.

There are currently two sub committees as part of the PA. One is the Spring Fayre which involves all activities, organisation, planning, communication, marketing and coordination of resources to put on the major fund raising event for the PA. The second is the Careers and Education sub-committee which works closely with the school to plan, organise and coordinate resources for the careers fair and the Challenge of Management event with the Holt School.

Once elected to the committee at the AGM officers immediately take up their responsibilities. All new members are welcome.

**JOB TITLE:** Chair Person

**RESPONSIBLE TO:** Reading School Parents

**SKILLS REQUIRED:**

- Enthusiastic
- Well organised
- Prepared to make a regular time commitment
- Prepared to make decisions when necessary
- Confident at some public speaking and keeping order during meetings.

**MAIN DUTIES:**

- 1) Take responsibility for managing the Reading School Parents committee and the affairs of the association.
- 2) Oversee and guide all decisions taken by the RPA committee and sub committees.
- 3) Oversee the work of all officers of the committee.
- 4) Provide a point of contact and liaise closely with the school and other associated organisations.
- 5) In conjunction with the secretary prepare and present the annual report.
- 6) Liaise with the secretary on the Agenda for each meeting and approve the minutes before they are circulated.
- 7) Be completely familiar with the constitution and undertake the duties of Trustee for the registered Charity "Reading School Parents Association".
- 8) Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of Reading School.
- 9) Act as a counter-signatory on charity cheques.
- 10) Help prepare and submit any statutory documents that are required.

**TIME COMMITMENT GUIDE:**

**Evening meeting 1-2 hours per half-term**

**Other activities circa 14 hours per term**

**JOB TITLE:** Treasurer

**RESPONSIBLE TO:** Chairperson

**SKILLS REQUIRED:**

- Enthusiastic
- Well organised
- Prepared to make a regular time commitment
- Confidence in preparing financial accounts and managing cash flows
- Confidence with computers and spreadsheets

**MAIN DUTIES:**

- 1) Oversee and present budgets, accounts, and financial statements to the committee.
- 2) Ensure proper accounts and records are kept in line with good practice and in accordance with the governing constitution.
- 3) Provide guidance and support on financial matters to sub committees.
- 4) Liaise with the Chair to ensure that funds are spent properly and in the best interests of Reading School.
- 5) Act as a counter-signatory on charity cheques and maintain an up to date list of counter- signatories.
- 6) Maintain trustee details.
- 7) Manage bank accounts to maximise interest but ensure sufficient funds are available to meet the charity's financial commitments.
- 8) In conjunction with the Chair and Vice Chairperson, prepare and present the annual report.
- 9) Be completely familiar with the constitution and undertake the duties of Trustee for the registered Charity "Reading School Parents Association".
- 10) Prepare and submit any statutory documents that are required.
- 11) Liaise with the charity's auditor or independent examiner

**TIME COMMITMENT GUIDE:**

**Evening meeting 1-2 hours per half-term**

**Other activities circa 8 hours per term**

**JOB TITLE:** Assistant Treasurer  
**RESPONSIBLE TO:** Chairperson

**SKILLS REQUIRED:**

- Enthusiastic
- Well organised
- Prepared to make a regular time commitment
- Confidence in preparing financial accounts
- Confidence in managing cash flows

**MAIN DUTIES:**

- 1) Support the Treasurer in the preparation of budgets, accounts, and financial statements for the committee.
- 2) Ensure all money received is recorded and banked in a timely manner.
- 3) Support the Treasurer to ensure that funds are spent properly and in the best interests of Reading School.
- 4) Act as a counter-signatory on charity cheques.
- 5) Ensure that money is available to support events (floats).
- 6) Support the Treasurer in the preparation of financial statements for the annual report.
- 7) Be completely familiar with the constitution and undertake the duties of Trustee for the registered Charity "Reading School Parents Association".
- 8) Support the Treasurer in the preparation of any statutory documents that are required.
- 9) Deputise for the Treasurer as required.

**TIME COMMITMENT GUIDE:**

**Evening meeting 1-2 hours per half-term**  
**Other activities circa 4 hours per term**

**JOB TITLE:** Secretary  
**RESPONSIBLE TO:** Chairperson

**SKILLS REQUIRED:**

- Enthusiastic
- Well organised
- Prepared to make a regular time commitment
- Confidence in recording accurately proceedings and actions from meetings

**MAIN DUTIES:**

- 1) Liaise with the Chair on the Agenda for each meeting and ensure minutes are approved before they are circulated.
- 2) In liaison with the Chairperson, oversee the work of all officers of the committee.
- 3) Ensure dates, times and location of committee meetings are posted on the RSPA Website.
- 4) Circulate minutes and agenda to committee members prior to meetings.
- 5) Take minutes of meetings and provide copy to Chair for approval.
- 6) Ensure approved minutes of meetings are posted on the RSPA Website in a timely manner.
- 7) Liaise with sub- committee chairs to produce updates on activities for the annual report and in conjunction with the Chair and Vice Chairperson, prepare and present the annual report.
- 8) Be completely familiar with the constitution and undertake the duties of Trustee for the registered Charity "Reading School Parents Association".

**TIME COMMITMENT GUIDE:**

**Evening meeting 1-2 hours per half-term**

**Other activities circa 2 hours per term**

**JOB TITLE:** Assistant Secretary  
**RESPONSIBLE TO:** Chairperson

**SKILLS REQUIRED:**

- Enthusiastic
- Well organised
- Prepared to make a regular time commitment
- Confidence in recording accurately proceedings and actions from meetings

**MAIN DUTIES:**

- 1) Support the secretary to prepare the Agenda for each meeting and ensure minutes are approved before they are circulated.
- 2) Support the secretary, in liaison with the Vice Chairperson, to oversee the work of all officers of the committee.
- 3) Support the secretary to ensure dates, times and location of committee meetings are posted on the RSPA Website.
- 4) Liaise with sub- committee chairs to produce updates on activities for the annual report and in conjunction with the Chair and Vice Chairperson, prepare and present the annual report.
- 5) Be completely familiar with the constitution and undertake the duties of Trustee for the registered Charity "Reading School Parents Association".
- 6) Deputise for the secretary as required.

**TIME COMMITMENT GUIDE:**

**Evening meeting 1-2 hours per half-term**  
**Other activities circa 2 hours per term**



**JOB TITLE:** Membership Secretary  
**RESPONSIBLE TO:** Chairperson

**SKILLS REQUIRED:**

- Enthusiastic
- Well organised
- Prepared to make a regular time commitment
- Confident with computers and spreadsheets
- Good communicator

**MAIN DUTIES:**

- 1) Maintain a database of members' names, addresses and email addresses.
- 2) Ensure records can be searched by year group and make distribution lists available to support events run by the committee.
- 3) Capture information on volunteering from new members. Send acknowledgement and liaise with new volunteers ensuring they are contacted by the right members of the committee.
- 4) Prepare and maintain new membership recruitment forms.
- 5) Ensure compliance with Data Protection Regulations as regards to storage and use of member details.
- 6) Be completely familiar with the constitution and undertake the duties of Trustee for the registered Charity "Reading School Parents Association".
- 7) Deputise for Secretary if they are unavailable at committee meetings.

**TIME COMMITMENT GUIDE:**

**Evening meeting 1-2 hours per half-term**  
**Other activities circa 8 hours per term**

**JOB TITLE:** Uniform Shop Manager  
**RESPONSIBLE TO:** Chairperson

**SKILLS REQUIRED:**

- Enthusiastic
- Well organised
- Prepared to make a regular time commitment
- Good communicator

**MAIN DUTIES:**

- 1) Manage the Uniform shop providing a regular service for second hand uniform and PE kit for parents.
- 2) Liaise with the school and Website Manager to publicise opening times.
- 3) Record and bank cheques and monies received in a timely manner.
- 4) Liaise with the Treasurer to agree approach to the management of bank accounts and finances for the Uniform Shop.
- 5) Provide regular update to the RPA committee on the activities of the Uniform Shop.
- 6) Be completely familiar with the constitution.

**TIME COMMITMENT GUIDE:**

**Evening meeting 1-2 hours per half-term**

**JOB TITLE:** Website Manager  
**RESPONSIBLE TO:** Chairperson

**SKILLS REQUIRED:**

- Enthusiastic
- Well organised
- Prepared to make a regular time commitment
- Web design and development skills
- Good communicator.

**MAIN DUTIES:**

- 1) Design, develop and maintain the RSPA website.
- 2) Provide ongoing support for communication to members on RSPA matters.
- 3) Research and propose ideas for the website which promote the use of the site by the membership.
- 4) Be completely familiar with the constitution.

**TIME COMMITMENT GUIDE:**

**Evening meeting 1-2 hours per half-term**  
**Other activities circa 4 hours per term**

**JOB TITLE:** Sub Committee Chair Person  
**RESPONSIBLE TO:** Chairperson

**SKILLS REQUIRED:**

- Enthusiastic
- Well organised
- Prepared to make a regular time commitment
- Prepared to make decisions when necessary
- Confident at some public speaking and keeping order during meetings.

**MAIN DUTIES:**

- 1) Take responsibility for managing the sub-committee and its activities.
- 2) Provide updates to the RPA committee on the activities of the sub committees.
- 3) Provide a point of contact for other RPA committee members and liaise closely with the Chair and Vice Chairperson, the school and other associated organisations for the activities of the sub-committee.
- 4) Liaise with the Chair and the Treasurer to ensure that funds are spent properly and in the best interests of Reading School.
- 5) Liaise with Chair and Treasurer to agree budgets and management of subcommittee finances.
- 6) Be completely familiar with the constitution.

**TIME COMMITMENT GUIDE:**

**Variable per term depends on sub- committee activity**

**JOB TITLE:** Committee Member  
**RESPONSIBLE TO:** Chairperson

**SKILLS REQUIRED:**

- Enthusiastic
- Good communicator
- Prepared to make a regular time commitment
- Interested in the running of the school

**MAIN DUTIES:**

- 1) Attend committee meetings.
- 2) Play an active role in committee discussions and provide advice and guidance to the Executive committee.
- 3) Provide support through feedback on events, on communication and other areas which will continue to improve the way parents work with the school and other organisations linked to the school.
- 4) Help identify new opportunities for social activities and fund raising.
- 5) Be completely familiar with the constitution.

**TIME COMMITMENT:**

**Evening meeting for 1-2 hours once per half-term**