

Chair

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

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) Provide regular RSPA communication to whole school
- 8) Speak on behalf of the RSPA at School and RSPA Events
- 9) Respond to communications from Members
- 10) Be completely familiar with the constitution and undertake the duties of Trustee for the registered Charity "Reading School Parents Association".
- 11) Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of Reading School.
- 12) Act as a counter-signatory on charity cheques. (not currently a signatory)
- 13) Help prepare and submit any statutory documents that are required.

TIME COMMITMENT GUIDE:

Evening meeting 4 hours per half-term

Other activities circa 24 hours per term

Vice Chair

RESPONSIBLE TO: Reading School Parents

SKILLS REQUIRED:

- Enthusiastic
- Well organised
- Prepared to make a regular time commitment
- Prepared to make decisions when necessary
- Supporting and deputising for Chair

MAIN DUTIES:

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

TIME COMMITMENT GUIDE:

Evening meeting 4 hours per half-term
Other activities circa 14 hours per term

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) Circulate minutes and agenda to committee members prior to meetings.
- 3) Take minutes of meetings and provide copy to Chair for approval.
- 4) Be completely familiar with the constitution and undertake the duties of Trustee for the registered Charity "Reading School Parents Association".
- 5) Apply for Temporary Event Notice for the events that require one.
- 6) Apply for Lottery Licence.

TIME COMMITMENT GUIDE:

Evening meeting 4 hours per half-term
Other activities - circa 4 hours per term

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) Re-stock the shop with donations from the parents and also any suitable unnamed items from the lost property. If need be, wash the items from the lost property before displaying them in the shop.
- 3) Display the unnamed coats from lost property for two shop openings before selling the coats in the shop.
- 4) Manage a team of volunteers to help with the running of the shop.
- 5) Liaise with the school and Website Manager to publicise opening times.
- 6) Record and bank cheques and monies received in a timely manner.
- 7) Liaise with the Treasurer to agree approach to the management of bank accounts and finances for the Uniform Shop.
- 8) Provide regular update to the RSPA committee on the activities of the Uniform Shop.
- 9) Be completely familiar with the constitution.

TIME COMMITMENT GUIDE: Evening meeting 4 hours per half-term, 6 hours per half term for the opening of the shop and arranging the helpers.

Membership Secretary

SKILLS REQUIRED:

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

MAIN DUTIES:

- 1) Prepare and maintain new membership recruitment forms and liaise with School representative to ensure distribution to new Starters for Y7 and Y12 entry points.
- 2) Process all new membership forms and respond to any membership enquiries.
- 3) Send an acknowledgement to all new members advising of website, Classlist and Facebook existence.
- 3) Maintain a database of members' names, addresses and email addresses.
- 4) Ensure compliance with Data Protection Regulations as regards to storage and use of member details.
- 5) Create a Facebook page for each new year group - provide updates and respond to any queries.
- 6) Issue Classlist invitations to all new RSPA members.
- 7) Organise a new Starters welcome Picnic (Summer Term)
- 8) Organise helpers and support for Y6 information evenings (Summer Term).
- 9) Organise a welcome evening for new RSPA members (Michaelmas Term).
- 10) Be completely familiar with the constitution.

TIME COMMITMENT GUIDE:

Evening meeting 4 hours per half-term (Exec and Main committee)

Other activities circa 12 hours per half-term

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:

MAIN DUTIES:

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

TIME COMMITMENT GUIDE:

Evening meeting 4 hours per half-term

Other activities circa 48 hours per term

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) Cash management for events including event floats
- 2) Cutting cheques and making deposits
- 3) Validating approved spend with countersignatures
- 4) Managing commercial partnerships such as
 - o card readers
 - o online contributors such as smile.amazon.co.uk
 - o virgin giving
 - sponsors

TIME COMMITMENT GUIDE:

Evening meeting 4 hours per half-term

Other activities circa 4 hours per term

Webmaster

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. (Currently using SquareSpace)
- 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.
- 5) Ensuring website calendar, events, links to current fundraising campaigns and news about past fundraising successes are current.
- 6) Responsible for ensuring domain subscription is up to date and responsible for maintaining/creating webmail/email addresses associated with RSPA domain. (Currently using GoDaddy)
- 7) Owner of Volunteer Organising Site (Currently using SignupGenius)
- 8) Responsible for maintaining Social Media logins/passwords and assisting the committee with Social Media calendar and schedule.

TIME COMMITMENT GUIDE:

Evening meeting 4 hours per half-term

Other activities circa 4 hours per term