

Role Descriptions for PA Executive (updated 1 May 2018)

This is a friendly, collaborative executive who share work as equally as possible. We are all volunteers.

ROLE Co-Chair

Description

This leadership role is divided between two people, who share the responsibilities and bring their own qualities to the role. The Co-Chairs work closely with the PA executive to ensure the PA is run fairly and successfully.

This is a role for two people with leadership skills who can uphold the wishes of the PA and St. Joan of Arc School administration. Each co-chair should be people who like to (or know how to) lead a team and work well with others. The co-chairs are ambassadors for the school and take on administrative tasks like setting meeting agendas and keeping the PA on track of their agenda. They ensure that issues are properly debated and agreement is reached while also encouraging everyone's voice is listened to and heard, and all have a fair opportunity for involvement.

Practical Considerations

As this is a leadership role, the co-chairs lead and delegate on the general running of the PA, write emails, hold occasional meetings, lead the annual PA meeting, help to organise fund-raising activities like the cake stalls, used uniform sales and Easter raffle, and also the larger fund-raising events such as International night, Quiz night, the BBQ & Auction and Summer Fete. There are two co-chair roles, so it would be great to find two people who would like the opportunity to work together. It's great fun when you have someone who compliments your working style. Note that the workload is shared amongst the PA executive and a wide range of helpful volunteers. Co-Chairs were previously in the position of Vice-Chairs.

ROLE: Vice Chair

Description

This leadership role is divided between two people, who each support the Co-Chairs to ensure the PA and its events run smoothly.

As with the co-chair positions, leadership, enthusiasm and energy are important qualities for this position. They chair a meeting in the Chair's absence, draw up the annual PA program in consultation with the co-chair and the school, welcome and involve other parents into the PA, lead parent and wider school community engagement in the PA and its activities.

Practical Considerations

This is a great opportunity to work with a small, focussed group of individuals who want to help raise much-needed funds for our school and its pupils. You will get to meet wonderful people and see positive results from your efforts. Vice-Chairs will fulfil the role of Co-Chairs in their second year.

Secretary

Description

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

Practical Considerations

The Secretary is a key committee member as they are responsible for ensuring effective communication links between committee members and between the PA and the school. As well as dealing with correspondence, following a committee meeting, the Secretary will need to make bookings and other arrangements for events. Confirm arrangements made by telephone in writing (by letter or e-mail). The Secretary will make arrangements for the Annual General Meeting (AGM).

Treasurer

Description

This is an opportunity to take a role in the PA executive as Treasurer. An organised person with attention to detail. You will handle funds at each of the events and make sure all volunteers have their necessary floats to operate their stall.

Practical Considerations

You don't need to be an accountant as the taxes are out-sourced! It would be good if you had a computer or access to one.