CHAIR

- The PA Chair is responsible for planning of the academic year, for co-ordinating any events undertaken and providing upbeat encouragement and support for these events.

- The role of the Chair is to set PA meetings, agendas and lead the meetings – ensuring decisions are arrived at quickly and as accurately as possible.

- The Chair should work with the Secretary to prepare an agenda. The agenda should be emailed within 7 days of a PA meeting occurring.

- The Chair should have appropriate communication with the STM Head as and when necessary.

VICE CHAIR

- The chief duty of the Vice Chair is to preside at PA meetings in the absence of the Chair. This person must be ready to step into the Chair role at a moment's notice.

SECRETARY

- The Secretary is responsible for the taking of the minutes of each PA meeting.

- The Secretary should record the proceedings of the meetings, which should include:
  a. Date and place of meeting
  b. Names of members present
  c. Apologies received
  d. Detail all topics covered during meeting with names of owners / actions where appropriate
  e. AOB should be noted
  f. Results of votes and of elections (for AGM)
  g. Notes on discussions that may be useful for future meetings
  h. Date of next meeting

- PA meeting minutes are to be emailed by the Secretary within 7 days of the meeting taking place.

- The Secretary applies for all Bar Licenses needed for PA events.

- A 'forthcoming events' notice is maintained by the PA Secretary and displayed on relevant noticeboards and sent to Website coordinator.

- An 'events list' is maintained by the Secretary to record all events that have taken place or are planned in any particular academic year.

- The PA Secretary is the 'Contact Us' point for the PA website and will respond / coordinate with other PA members as to any enquiries received.

TREASURER

- Keeps accurate records of the Parents' Association finances.
- Reports financial circumstances at PA meetings and when otherwise called upon by the Chair.
- Maintains the register of signatories on the STM PA account (a minimum of 3) with 2 signatories for each cheque transaction. This currently includes the head teacher, the treasurer and two named others.

- Negotiates with PA members, who undertake stock requisition and purchases, regarding payment (either pre or post purchase). In addition, the Treasurer is also responsible for ensuring that expenses for the STM PA are paid in a timely fashion upon the production and acceptance of receipts.
- Monitor stock levels of PA goods – for bar, tuck shop, etc.
- Provides the "banking" duties at events with a small team of dedicated counters and runners.
- Issues invoices as required, detailing the company, amount and terms of payment.
- Presents fully audited accounts annually at the AGM. The summary of the accounts are made available to any member of the PA. In future, this can be via the website.
- Maintains the public liability insurance and ensures the lottery licence is kept up to date (September each year).
- Ensures Charity Commission compliance.

WEBSITE COORDINATOR

Responsible for the maintenance and upkeep of the PA website.

www.stmpa.btck.co.uk

YEAR REPS
A year in the life of a Year Rep ....
- Draw up a contact list for your class (this applies more to EY1 / 2 Reps) detailing name, address, telephone numbers, email addresses. Update as necessary for a new year.
- Promote / sell tickets for PA events.
- Organise cake sales / coffee morning (once / twice a year) - put a note in book bags / ask for ParentMail to be sent to advertise cake sale and ensure class parents bake plenty of cakes, ensure you have a float from PA Treasurer, make sure you have helpers for the day.
- Year Reps organise end of year collections / cards for class teacher.
- Early Years Reps have been great at organising social events - coffee mornings, evenings out for class parents. Great for getting to know everyone.
- Attend PA meetings to keep up to date with calendar of events - as far as possible!
- Promote the Parents' Association and encourage parents to get involved