Colyton Grammar School PA

Web www.colytongrammarschoolpa.org.uk
Email chair@colytongrammarschoolpa.org.uk
Chair Kathryn Klaentschi

24/25 Committee Roles

Much of the business of the committee can be achieved virtually and via email, but attendance at committee meetings is recommended, to share knowledge and experience, as well as to get to know one another and build collaboration. All role holders have voting rights and it is, therefore, important to respond when requests for action are circulated. Please do consider sharing any role you have an interest in. We welcome everyone with an interest in the work of a PA, we are all happy to offer advice and expertise where needed, and no prior experience is required!

Role	Duties	Activity
Chair	Main contact between school and PA Works with school to identify funding targets Chairs PA meetings Co-ordinates an overview of PA Events Close working with Secretary	All year
Treasurer	Monitors and actively organises all financial activity, eg, banking, accounting, payments Provides written and verbal reports to PA meetings Provision of floats for events Link to Charity Commission Liaises with finance office and auditor Identifies and works with Independent Examiner as required for annual accounts review.	All year
Secretary	Maintains database of key contacts, including parent helpers Maintains PA WhatsApp groups and emails Supports committee work as needed Organises PA meetings, attends meetings and produces minutes, monitors actions (with Chair) 2nd signatory for financial activities Works with school GDPR legislation advisor to support PA compliance with the GDPR	
Vice Chair	Duties as arranged with Chair	All Year
Assistant Treasurer	Duties as arranged with Treasurer	All Year
Assistant Secretary	Duties as arranged with Secretary	All Year
Marketing Lead	Oversees and organises all aspects of publicising and marketing of PA events. Oversees and organises all aspects of PA presence on social media platforms. Works closely with Chair, Secretary, PA News lead and co-ordinates with school social media team.	September-July

Independent Examiner	Work with treasurer to audit accounts	September
Website Manager	Updates and monitors technical issues with PA website and email. Manages web hosting including emails. Partners with Marketing lead for content.	As required
Parent Liaison	Sets up incoming Year 7 WhatsApp groups and encourages new members to join PA Book Club and PA helpers group. Sets up admin group of class WhatsApp reps for each year group. Distributes PA communications through class WhatsApp groups. Attends Y7 Induction Day and New Parents' Tea Party.	All year, especially June & September
Second-hand Uniform Organiser	Manages donations of second-hand uniform and sales to parents Arranges collection and payment Oversees presence of uniform stall at key PA events Recruits helpers May involve drop offs and occasional collections from houses	All year
Sponsorship Lead	Sources sponsors for community events (GFF, Festive Fair, BCAS) Partners with Marketing Lead	Across all events
Book Club Coordinator	Maintains member lists Liaises with individual group leaders on new titles Encourages, adds and welcomes new members	All year
PA News editor	Collates PA News articles and liaises with school to publish to parents. Works with Marketing Lead and Chair.	All year
Big Colyton Art Show (BCAS) Lead	Biennial public art show. Project manages event from inception to completion: – Books date and space – Sources artists – Organises art workshops and any other creative activity – Curates exhibition – Produces publicity blurbs – Recruits helpers Outreach visits to schools (as required)	One year ahead of October event Regular reporting, including at committee meetings
Festive Fair (FF) Lead	Project manages event from inception to completion: – Plans, books, and organises site plan of stall holders – Sources, contacts and maintains links with food and drink vendors – Plans and books entertainment – Schedules publicity	June – December Regular reporting, including at

	– Recruits helpers	committee meetings. Event in December
Garden and Food Festival (GFF) Lead	Project manages event from inception to completion: – Plans, books, and organises site plan of stall holders – Sources, contacts and maintains links with food and drink vendors – Plans and books entertainment – Schedules publicity – Recruits helpers	September-April/May Regular reporting, including at committee meetings. Event in April/May
Summer Fete (SF) Lead	Organises all PA stalls: BBQ, Drinks, Cakes, Books, Summer Draw/500 Club, Uniform. Coordinates helpers	May – July Event in July
500 Club Organiser	Publicises and allocates numbers every year Organises draws and notifies secretary and treasurer Liaises with committee as required Provides report at committee meetings	All year Regular reporting, including at committee meetings.
Colyford Goose Fair Lead	Liaise with CGF committee. Recruit helpers, set, run and clear games stall, store games Provides report to January committee meeting	September
Summer and Winter Draw organiser(s)	Buys/sources and organises prizes. Arranges processes and systems to sell tickets and collect monies Liaison with school, treasurer and committee Provides a report at committee meetings	September-December and April-July
School Event Refreshments Organiser	Plans event support with school Purchases refreshments, recruits helpers. Manages float, parent helper rotas Liaison with Treasurer and Secretary	September - July