

## **CHAIR JOB DESCRIPTION**

The Highlands parents & friends association (HPFA) has been established to raise funds to be used for the improvement to learning & school life for the benefit of the children attending Highlands secondary School. The committee is also empowered to apply for grants to organisations including local councils and other charities.

The role of the Chair is to:

- Liaise regularly with the exec committee
- Chair monthly meetings including AGM
- Represent HPFA when required including a speech at the New Intake Evening in the school hall
- Undertake correspondence as and when required i.e. match funding etc.
- Support any events organised to ensure they run successfully & to advise as necessary
- Keep in close contact with the school "links"

## **VICE CHAIR JOB DESCRIPTION**

The role of the Vice Chair is to:

- Deputise for Chair as and when needed
- Support Chair with general decision making with regards to the running of the committee
- Joint approve minutes with Chair
- Ensure all new roles receive a job description of their role & to advise of any further queries after liaising with Chair
- To ensure all event organisers receive & use an action plan (as per HPFA template)

## **SECRETARY JOB DESCRIPTION**

The role of the Secretary is to:

- Take minutes of monthly meetings and the AGM and circulate them to committee & members
- Ensure appropriate paperwork is at each meeting/ event i.e. attendance sheets, signup sheets.
- Book rooms & locations within school for meetings & events
- E-mail information & requests via HPFA database any details of next meetings & events along with minutes & agendas
- Prepare list of names and contact details of new members of committee, including officers and co-ordinators as elected at the AGM
- Distribute job descriptions of all Officers and Co-ordinators roles to members of the committee and staff after AGM

## **TREASURERS JOB DESCRIPTION**

The role of the Treasurer is to:

- Keep accounts in order
- Present an accurate statement of the account at each meeting
- Prepare accounts for AGM
- Organise the relevant paperwork with the bank, regarding new signatures etc.
- Organise floats for events and to organise counting of money and banking at end of events

## **PUBLICITY OFFICER JOB DESCRIPTION**

The role of the Publicity Officer is to:

- Liaise with chair about what needs to be included in school newsletter re forthcoming events etc.
- Update school manager with funds raised at latest events & produce photos if available (all committee members should undertake to take photos of events if possible)
- Prepare, update and distribute HPFA yearly planner of events while observing the school calendar to ensure no event clashes
- Create (and/or oversee with a volunteer) all flyers/posters/tickets as required by the events' sub-committees and liaise with the Chair for approval. Organise duplication and distribution of these as required.
- Liaise with local businesses for banners, estate boards & sponsorship for events