

MANY HANDS MAKE LIGHT(ER) WORK

COME ALONG AND SEE WHAT WE DO AND HOW YOU
CAN SUPPORT OUR SCHOOL COMMUNITY

PSA AGM

DATE: THURS 28TH APRIL

TIME: 1415-1500

AT: PARKWOOD
PRIMARY SCHOOL

enter via
main reception



WE NEED MANY ROLES FILLED TO KEEP THE PSA GOING IN SUPPORTING THE SCHOOL THROUGH FUNDRAISING

ESSENTIAL COMMITTEE BOARD POSITIONS :

Chair: Overall responsibility for running the charity, ensuring necessary governance is in place and chairs meetings.

Secretary: Responsibilities include maintaining membership, agendas and minutes of meetings.

Treasurer: Responsibility for keeping all financial records for the charity. This role best suits an experienced accountant or bookkeeper who can produce clear, concise financial statements.

DESIRABLE COMMITTEE BOARD POSTION:

Vice Chair: Supports and provides advice and guidance to the chair and committee, stands in as chair if they cannot attend a meeting.

MEMBER ROLES - UNLIMITED!

Many committee member are needed to take responsibility and assist in PSA events and activities.

This may involve (for just one event if that's all you are able to commit to) tasks such as :

- * Organising letters/posters**
- * Liaising with external providers (e.g. disco, lights)**
 - * Buying stock for event(s)**
 - * Running the school lottery**
 - * Setting/clearing up event(s)**
 - * Running an event stall**
 - * Managing Classlist website**

PLEASE COME ALONG