



# GVSA

Golden Valley School Association

*"Parents helping with the education of their children"*

Contact: [hello@gvsa.org.uk](mailto:hello@gvsa.org.uk)

## **Committee roles description**

[Click here to read more on ParentKind](#) about the different roles and what being part of the GVSA committee means.

### **Treasurer**

Do you have strong organizational and financial management abilities? Perhaps you'd consider being a Treasurer or co-Treasurer and help us keep accurate, up-to-date financial records, manage the PTA bank account and give an overview of our finances at meetings? We're looking for a team player with an eye for detail for this role.

### **Chair**

Do you have good leadership, communication, and organizational skills? Do think about becoming our Chair or co-Chair to lead meetings, ensuring all voices are heard! You should be approachable, inclusive, and able to delegate tasks effectively working together with the school office and the GVSA secretary and treasurer.

### **Secretary**

Do you have good attention to detail and effective communication skills? We're looking for a Secretary or co-Secretaries! You'd need to keep accurate records, take minutes during meetings, and ensure all action points and decisions are properly documented and circulated. If you're approachable, calm, and able to work well with the school and committee members then you'd be perfect for this role.

### **Second hand uniform coordinator**

Could you help us sort out donated uniform and lend a hand at uniform sales to raise funds for the GVSA? This role could be perfect for someone who wants to make a difference but is available during the evening to help run our other events. Our sales bring in valuable funds and stop textiles going to landfill.

### **Ordinary committee member**

Would you like to become an ordinary committee member rather than taking on a titled role? This means you can be fully involved in the GVSA without the added responsibility of an officer position. Ordinary members have the same voting rights and legal responsibilities but can focus on supporting the GVSA by taking on tasks like managing social media or organizing events, without the commitment required for leading roles. This position offers a good introduction to the GVSA for anyone wanting to get involved.