

The Chair

Leadership and direction:

- Provides overall leadership and direction to the GVSA, ensuring that the group operates efficiently and stays aligned with its goals.
- Ensures all members follow the constitution and policies.

Committee management:

- Manages the committee to ensure they work collaboratively and cohesively.
- Assigns tasks and responsibilities to other GVSA members, ensuring everyone is contributing and involved in the organisation's activities.
- Keeps a list of upcoming events and ensures that there is a GVSA committee member assigned as a lead to each one.

Communication and representation:

- Acts as the main point of contact for GVSA-related inquiries, and maintains communication between the GVSA, parents, and the school with the Secretary.
- Represents the whole committee on occasions, such as Reception open mornings and welcome events.

Liaison responsibilities:

- Liaises with school senior leadership team.
- Liaises with Bags2School (textile collection), Nailsea Lions, and Trendlewood Festival organizers on annual events.

Meeting and collaboration:

- Organizes and chairs GVSA meetings, setting the agenda, facilitating discussions, and ensuring decisions are made collaboratively.

Legal and governance compliance:

- Ensures that the GVSA complies with any relevant legal or governance requirements, such as charitable status, insurance, and safeguarding policies.

Events

- Would normally be present at or lead most GVSA events (although other committee members often deputise.)

The Vice Chair

- Supports the Chair in their job role and task list.
- Should display all the qualities of a Chair.
- Deputises for the Chair in their absence.
- Would step into the Chair role, should it become vacant between AGMs.

The Treasurer

Financial records and documentation:

- Keeps accurate and clear records of all transactions and their related details, including receipts/invoices for costs and records of cash counting (primarily electronic).
- Is a named GVSA Lloyds Bank account holder with online banking responsibility to set up and approve online payments.

Budget management:

- Reviews budget requests for events during or between meetings to ensure confidence in making a surplus.

Cash handling and events:

- Prepares floats (orders cash from the bank as needed) and sets up charge card machines for events.
- Attends events where cash is used, oversees cash handling, and ensures all floats are returned after the event (storing cash in the school safe if necessary).
- Oversees the counting of cash after events and banks proceeds in a timely manner.

Reporting and payments:

- Reports income, costs, and net income raised from events and any donations at committee meetings.
- Arranges payment of donation requests approved by the GVSA via online banking (requires a second approver for payments).

Year-end and compliance:

- Prepares year-end accounts at the close of the financial year (31st August), using a template and arranges for independent examination of the accounts.
- Submits the annual return to the Charities Commission online within the deadline (10 months after the year-end).
- Ensures the small lotteries license is renewed, if needed, by December.

Support and participation:

- Supports at events as needed, sometimes acting as GVSA lead (flexibility to do as much or as little as desired).

The Secretary**Meeting organization and documentation:**

- Organizes and sends out notices for PTA meetings (committee and general meetings).
- Prepares and distributes agendas before meetings, in collaboration with the Chair.
- Takes accurate minutes during meetings, seeks approval from attendees and distributes them to GVSA members.

Record keeping:

- Maintains and updates contact lists for PTA members and volunteers.
- Keeps up-to-date records of PTA activities, including meeting minutes, membership lists, and correspondence.
- Files important PTA documents, such as constitutions, policies, and annual reports.

Communication and correspondence:

- Responds to emails to the GVSA email address or forwards or assigns them to the appropriate person.
- Communicates key dates, events, and PTA news to parents, via the GVSA Facebook page, weekly GVSA ParentMail and requests to include news in the Head's newsletter.

Event support:

- Assists in organizing PTA events, handling tasks such as booking venues, preparing paperwork, or managing event communications.
- Ensures risk assessments, permits, and insurance documents are in place for events, if required.

- May act as GVSA lead on events at times.

Governance and compliance:

- Ensures with the Chair that the PTA operates within its constitution and complies with relevant legal requirements.
- Maintains an accurate record of the PTA's activities for the annual report and provides support in the preparation of the report.