



Committee Roles

Chair

- Chairs meetings
- Liaises with the school about fundraising priorities.
- Sets the date and agenda for meetings; keeping the discussion on track.
- Agrees fundraising events and dates with committee.
- Create planning doc for each event. Create briefing document for volunteers to communicate roles/rotas and timings/requirements for event/project.
- Works closely with and helps events assistant.
- Builds and continues relationships with local community champions.

Vice Chair & Assistant Project-Events Manager

- Organise ticket sales
- Organise equipment if required.
- Looks after all communications with class reps and volunteers (via what's app)
- Book/liase with venue if required.

Secretary

- Agrees meeting date with chair, assists writing agenda.
- Takes minutes at meetings and writes these up.
- Supports Communication Officer.

Treasurer

- Manages day to day finances.
- Keeps record of CHASA financial activity.
- Reports on finances at meetings.
- Supplies floats for events.
- Manages expenses.
- Banks the takings from events and fundraiser.
- Purchases items that are needed for events (food & drink).

Assistant Treasurer

- Supports Treasurer.
- Manages Gift Aid.
- Manages Easyfundraising/Sitkins and any other projects.
- Manages any Grant Application.
- Tech role - QR codes, setting up peoples fundraising etc.
- Assists in purchasing items that are needed for events (food & drink).

Compliance Manager

- Public Liability.
- Completed Risk Assessments.
- Annual Safeguarding forms.
- Ensures all policies are up to date.
- Allocate First Aiders.
- Ensuring all committee and volunteers are DBS checked and up to date.

Communications Officers

- Works closely with school office, to communicate events/projects via chronicle, email and pings.
- Create posters & print distribute these.
- PR/social media - comms into local newsletter and social media.
- Communicates in class rep what's app group.

Uniform Manager

- Organises termly uniform sales.
- Monitors uniform stock (in shed)
- Sends out requests for donations when new stock is required.
- Collects and store donations in shed.

Tuck Shop Manager

- Creates a rota.
- Counts takings regularly and gives to treasurer to bank.
- Checks supplies and replenishes when required. (Snakes/Lollies/pre made bags)

Raffles & Lotteries Manager

- Reaching out to local businesses etc for raffle prizes, sponsorships and services.
- Co ordinate selling tickets and distributing prizes.
- Running of school lottery?