

SMA Chair

The Chair role is shared by two people, it is important that one is available for morning meetings and the other for evening meetings. Both are committee members and trustees of the SMA which is a registered charity.

The role of Chair is open to any parent or carer, there are no specific skills required although it helps if you are comfortable chairing a meeting and using a computer (specifically email and Word). It is important that the Chair welcomes contributions from all members of the committee and the SMA so that everyone feels involved.

The Chair needs to work closely with the Treasurers and Secretaries and the Head Teacher to ensure that the association is run effectively. The Chair can be a signatory for the association's bank account, along with either the Treasurer, Secretary or other elected committee member.

The role of the Chair can be shaped to make it work for you (below is a suggested split of roles).

Co-Chair 1 (Evening)

- Attend the evening SMA meetings every other month
- Work closely with the Co-Chair the evening Secretary and Treasurer to ensure that the association is run effectively.
- Liaise with the Health & Safety Officers
- Liaise with the Fundraising Officers

Co-Chair 2 (Morning)

- Attend the morning SMA meetings every other month
- Work closely with the Co-Chair the morning Secretary and Treasurer to ensure that the association is run effectively.
- Liaise with the Head Teacher
- Liaise with the Communications Officers

Key responsibilities:

- provide leadership; ensure the committee fulfils its role in respect of governance of the association
- to lead parent and wider school engagement in the SMA
- set the agenda for meetings, liaising with the Secretary
- manage the monthly SMA COMMITTEE meetings, (welcome and involve new members, ensure the agenda is followed and that all business is covered, call the meeting to order when it is time)
- support other committee members and parent volunteers (class reps, event organisers and specific project leaders e.g. Landmark Lofts sponsorship, The 100 Club, The Giving Machine)
- identify fundraising projects for the SMA with the Head Teacher
- manage the SMAChair email account and Dropbox.
- to draw up the annual SMA events programme in consultation with the committee
- write and present the annual report, liaising with the Secretaries
- oversee the Sunflower Fund
- sign cheques for the SMA with one other elected committee member