

NPSA Secretary Role

Meetings

- Agree, with the rest of the Committee, dates for NPSA meetings (one per term) and the AGM.
- Working with the Chair and Treasurer, draw up an agenda for each NPSA meeting and circulate via class reps, reminding Reps that they should attend (or send a delegate) and that all parents/carers are also very welcome to attend.
- Attend all NPSA meetings and take minutes; or arrange for someone else to do this if you are unable to attend.
- At each meeting, make a record of all attendees.
- Type up and circulate minutes after each meeting, initially to attendees and, a few days later, to all parents via Class reps.
- Send all NPSA meeting minutes to Kate Lunt in the office, so they can be uploaded to the NPSA section of the school website.
- File all Agendas and Minutes in the NPSA Dropbox system.

Co-ordinating Class Reps

- Keep an up-to-date database of Class Reps – names and email addresses – in your own files, but *not* in the NPSA Dropbox files.
- Update the database of Class reps at the start of each new school year, noting that class names will change as staff move around.

Dropbox

- The Secretary should maintain the NPSA Dropbox system, ensuring that the relevant people have access to it and know where to file documents relating to any event or activity they are organising.

GDPR

- The Secretary should read and understand the NPSA's obligations with regard to GDPR and ensure that all new Class Reps and Committee members receive the documentation that explains the NPSA's responsibilities in this area.

Communication

- In addition to circulating Agendas and Minutes of NPSA and Trustee meetings, the Secretary should send out to Class Reps any messages that the NPSA needs to communicate to parents e.g. requests for volunteers.
- Liaise with the school office to ensure communications reach Reception parents at the start of a new school year, before Class Reps for the new intake are in place.
- Liaise with the other Committee members on the messaging for NPSA newsletters. NB: the NPSA newsletter is *not* sent via the Secretary.
- Provide a first point of contact for Class Reps and all other parents who have NPSA-related questions.

Trustee

- As a Committee member, the Secretary is automatically made a Trustee of the NPSA, and her/his details will be listed on the Charity Commission website. As such, anyone standing as Secretary of the NPSA must ensure they are not disqualified from being a Trustee under the Charities Act.
- Maintain up to date information about all Trustees on the Charity Commission website, removing Trustees as they stand down and adding new Trustees as they are elected, also updating personal information (address etc) should that change.
- Attend termly Trustee meetings, preparing the Agenda, and taking, circulating & filing minutes, as for the NPSA meetings.

Charity Commission

- Be the listed point of contact for the Charity Commission.
- Liaise with the Treasurer and Auditor to ensure the annual report and accounts are prepared in good time to meet the Charity Commission deadline for upload.
- Upload the NPSA's audited report and accounts to the Charity Commission website annually.