

Newbridge Primary School Association (NPSA) – The role of Chair

Please also refer to the following key documents:

- *Summary of the structure and organisation of the NPSA*
- *Charity Commission documentation on the role of charity trustees.*

The Chair leads the NPSA Committee, and s/he is also a Trustee.

The Chair will have a close working relationship with the Headteacher, and also with the Governors, as well as with the other Trustees and NPSA Committee members.

The purpose of the role is to:

- Lead the committee in ensuring the effective performance of the charity's twin objectives of **fundraising** and **strengthening our school community** through the organisation of events and activities.
- Work in partnership with the Headteacher, SLT, and Governors to help achieve specific fundraising and community objectives as set out for the year ahead.
- Ensure there is an effective relationship between the school, the NPSA committee, the class reps, and the wider parent body.

Main responsibilities:

- Liaise with the Headteacher and Treasurer to agree key fundraising objectives for the year.
- Take overall responsibility for the promotion of the charity within the school, ensuring all parents are aware of the role of the NPSA and their part in it.
- Alongside the Secretary, provide the first point of contact for all enquiries to the NPSA, ensuring that all queries are dealt with by the correct person and in a timely manner.
- Work with the committee to ensure the long-term viability of the NPSA through the involvement of a wide range of volunteers from within the school community.
- Support the Grants & Funding Team in meeting their longer-term fundraising objectives.
- Arrange and chair committee meetings termly.
- Ensure the business of meetings is dealt with, that decisions - when required – are arrived at and recorded, and their implementation monitored.
- Plan the annual calendar of events, liaising with the school (and with the Events Coordinator, if someone has volunteered for that role) to ensure the balance of events is achievable, bearing in mind volunteer requirements, the success of previous events, and our community responsibility.
- Work with the wider committee to ensure there is an organisational team for each event, and that each team is fully supported in delivering their event.
- Take a lead role in the organisation of the Summer & Christmas Fairs.
- Ensure all events are legally compliant, meet health & safety/risk assessment requirements, and adhere to good practice. If issues arise, ensure they are recorded, dealt with appropriately, and that action is taken to prevent similar issues at future events.

Key Qualities

The role of Chair is time-consuming and can be demanding. The person best-suited to this role will need to:

- Have a knowledge of and commitment to the work of the NPSA
- Have a good knowledge of the school and strong relationships within the school community
- Have good presentation and communication skills
- Be very organised
- Be a confident leader, adept at inspiring people and bringing them on board in the best way for them and for the NPSA