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| **Old Swinford Hospital****Parent Association Volunteer Job Description** |

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| **Main Duties / Responsibilities*** To hold and attend PA meetings, ensuring they are effective and that decisions taken at the meetings are carried out in a manner that reflects the needs and wishes of the representatives of the PA.
* To ensure the PA business is conducted in an open and Transparent way.
* The Chair and Treasurer to the PA to prepare annual reports
* To help organise fund raising events
* Be welcoming to parents of the PA
* To help communicate to parents, wider school and community about meetings, news and events.

**Person Specification*** Enthusiastic
* Reliable and committed
* Good communication skills
* Organised
* Polite
* Team player
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