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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 |