



SURBITON

HIGH SCHOOL

SHS PA Roles – New faces are always needed

Role	Time Commitment	Role description
Chairperson	Attend meetings 10 – 12 / year Time as and when required to co-ordinate PA matters	One of the three key roles on the committee, the chairperson is key to steering the PA, chairing meeting and co-ordination the PA activities.
Treasurer	Attend meetings 10 – 12 per year Time around each event for floats (before) reconciliation (after)	One of the three key roles on the committee, the Treasurer is an important member of the team and should be available to attend meetings & give a financial report each meeting Dealing with both the event takings and school wish list items the treasurer should be financially able and organized. The accounts are independently audited so it is not necessary for the Treasurer to be a chartered accountant.
Secretary	Attend meetings 10 – 12 / year Time at events – as and when required	One of three key roles on the committee the Secretary is an important member of the team and should be available to take minutes at each meeting The Secretary should be organised and be able to provide the Agenda for the meetings, the previous meeting minutes, summarise action points etc
Web content editor	One evening per month (approx.)	If you are IT literate and have an interest in websites, or even want to learn more about website management then this could be the role for you. If you have ideas about how we can take the website forward & are willing to help then please get in touch
Raffle Co-ordinator	Time required around events only main events are Christmas & Summer Fairs	Tickets are Pre Ordered for Christmas & Summer Fairs which means a time commitment for about 3 weeks running up to each event. Raffle co-ordinator would need to source prizes and manage raffle tickets & sales. Others will help with sales etc



SURBITON

HIGH SCHOOL

Event Co-ordinators EVENTS: Prep FunDay JGS Disco JGS/BP Disco Quiz Night	A few hours each week in the run up to the event you are coordinating	The PA run several events throughout the year and need a prime point of contact for each event. The catering & bar are handled separately so the commitment is not as big or daunting as you might imagine
Event Volunteers	Time required around an event ie an hour before to set up /or an hour after to clear up / or an hour serving on the bar	We are looking to set up a pool of volunteers – people who would like to get more involved in events but who don't want to sit on the committee. The time commitment is pretty minimal but would be of huge benefit to the PA
Girls Prep Liaison	Attend meetings 10 – 12 / year	The liaison roles co-ordinate between the PA activities and the specific schools. Particularly with regards to school specific events and matters.
Boys Prep Liaison	Time as and when required	
Senior Liason		