

Park Hill Schools' Association

PHSA is our Parent Teacher Association that:

- raises money for both the Infant and Junior schools.
- organises events for the whole school community to enjoy.

Events can only happen when people volunteer their time and get involved.

Organising Committee

Do you like to make plans and get things done?

Do you care about our schools and enjoy working as part of a team?

Why not become part of the PHSA Organising Committee?

This is a group of 7 or 8 people who plan and run fundraising events. As a member of this team you will need to give time to attend planning meetings and take on responsibility of making events happen. You will need to sign the code of conduct. You will need to vote to allocate funding requests from the schools. You might want to take on a particular role such as communication or buying stock. 2 or 3 people may take on running a particular event. You don't do it alone. There's a large group of volunteers and the schools provide brilliant support. There's plenty of experience within the school community but also there are no fixed ways of doing things – new ideas are always welcome!

If you'd like to know more:

- Email phsa.croydon@gmail.com with questions or arrange a chat
- Speak to Mrs Parry in the Infants or Miss Waxer in the Juniors
- Contact Hilary 07891484756 with questions or to arrange a chat
- Come to the Annual General Meeting on Friday 4th Oct 2pm in the Infant School hall

Members of the Organising Committee also take on the Charity roles of Treasurer, Chair (or joint Chairs) and Secretary.

The Treasurer keeps track of the finances and arranges floats for events. For this role you need to have confidence when dealing with money and the ability to keep clear, accurate records. Jen Johnson has been doing a great job in this role and is happy to stay on.

The Chair or joint Chairs need to support the Organising Committee to develop their plans and run events. The Chair will be the main point of contact with the schools and will make sure that all health and safety measures are in place. The Chair will often take the lead in planning events but they should also be able to delegate to the committee and other volunteers. Kate Watson and Rikki Lipscombe did a fantastic job in this role but cannot continue due to moving to Australia! **We will need a new chair/chairs.**

The Secretary's role can include communicating with the schools and PHSA volunteers, setting up meetings and keeping notes. They will also make sure admin tasks such as Charity Commission reports are done on time. Hilary Bell has been doing a great job in this role but will be stepping down. **We will need a new Secretary.**

We hope to see you at the AGM (Friday 4th October 2pm in the infants school hall)

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