

**St Laurence School Association**  
**Example Officer holder job descriptions**

Chair :

1. To chair meetings of the SLSA and of its committee of officers
2. To publish the agenda for meetings
3. To ensure that the annual report and return of the Association and the record of Trustees is made to the Charity Commission
4. To be the data controller, this role may be delegated to another officer
5. To be the first point of contact between the school and the SLSA
6. To be the first point of contact between the public and the SLSA
7. To be a signatory to the bank account
8. To be a Trustee of the Association

This role may involve : contributing to the school newsletter, other media; monitoring the SLSA email address; liaising with the Headteacher, other members of school staff, finance officers; attending meetings to represent the SLSA

Vice-Chair :

1. To deputise for the Chair in any roles, as above as agreed between the Chair and Vice-Chair
2. To be a signatory to the bank account
3. To be a Trustee of the Association

It is suggested that the role of chairing the Association could be shared by several people with delimited areas of responsibility.

Treasurer :

1. To administer the funds of the Association
2. To provide banking services for the activities of the Association
3. To prepare or arrange for the preparation of the accounts of the Association
4. To arrange for the audit / inspection of the annual accounts
5. To be a signatory to the bank account
6. To be a Trustee of the Association

It is suggested that this role could be shared by two people.

Other possible officers of the Association :

Minutes Secretary :

1. To take the minutes of the meetings of the Association
2. To circulate them and send them for approved by the Headteacher, before posting on the SLSA pages of the school site.

Contact Secretary :

1. To coordinate the collation of contact details of interested parents
2. To prepare a database of the same
3. This role could be that of the Association's data controller, delegated by the Chair