



THE ECCLESBOURNE SCHOOL

PARENTS, STAFF & FRIENDS ASSOCIATION

Registered Charity No: 1047233

Chair: Jacqui Davis
Secretary: Liz Page

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INVESTOR IN PEOPLE



Dear Parent

Re: PSFA Recruitment

As we have been effectively “out of action” for 18 months, we have lost some of our valued PSFA Committee members and others will be moving on at the end of this academic year.

We are specifically now looking for a new volunteer to act as Treasurer with immediate effect. Although this volunteer role is not a large one, it is a most important one, as you will be in charge of the PSFA “purse strings”. Our Treasurer is key to counting, communicating and co-ordinating the fundraising effort alongside the PSFA Chair and Publicity Officer.

If you feel you have time to dedicate to this role, please get in touch. We have attached a short job description below, so you can see what the role entails and full training will be given from our current Treasurer (who is hoping to step down by Christmas, but will still be around to offer assistance and advice until you find your feet).

Treasurer Role Vacancy – Job Description

We are looking to recruit a Treasurer who is trustworthy and committed to supporting the School by providing clear, honest communication about funds raised. This is a great opportunity to liaise with the School and to make a real difference to the School experience for parents and teachers.

The key tasks of the Treasurer include:

- (For all fundraising events) provide float, count and bank money, refund expenses and calculate and communicate the event costs and funds raised at PSFA meetings
- Provide cheques to the school when donations are agreed
- Support the PSFA Committee, providing regular reports and balances
- Prepare annual accounts & liaise with an independent examiner & Charity Commission
- Prepare annual report for presentation at our AGM

If you think that you may be able to help and you'd like to know more about this opportunity, please contact the PSFA Chair, Jacqui Davis jax32dd@gmail.com 07977 578 359, or the current Treasurer, Martin Boyce martinrboyce@aol.com.

You can also contact them to find out more about PSFA and get involved – we are always looking for helpers at events, even if you cannot take on a specific role. We look forward to hearing from you soon!

Kind regards,

The PSFA Committee