

BOURNEMOUTH SCHOOL FOR GIRLS

PSA Committee — Role Descriptions 2026

Could you be our next Chair, Treasurer or Events Manager? We'd love to hear from you. All roles are open to parents and carers of current BSG students.

The Bournemouth School for Girls PSA (Parent School Association) is a registered charity that exists to support, enrich and enhance the experience of all students at BSG.

Following the approval of our new constitution by the Charities Commission, we are refreshing our committee structure and are looking for enthusiastic and committed parents to step forward into one of our elected or supportive roles.

Whether you have a few spare hours a month or are looking for a more active commitment, there is a role to suit you.

All elected committee members become registered Trustees of the charity — a rewarding and professionally valuable experience.

Our supportive roles carry no trustee obligations and are a fantastic way to get involved at a level that works for you.

EXECUTIVE ELECTED ROLES

Chair (current – Sam Boullin)

- Leads the PSA committee, chairing all meetings and setting the agenda in consultation with the Secretary
- Acts as the primary point of contact between the PSA, school leadership and external organisations
- Holds overall responsibility for ensuring the PSA fulfils its charitable objectives
- Supports and oversees the work of all elected officers and event coordinators
- Signs off on financial decisions alongside the Treasurer
- Represents the PSA at school events and in communications with the Charities Commission
- Responsible for organising Thorpe Park trip supported by Vice Chair and Treasurer

 *Elected role · All elected committee members are registered Trustees of the charity*

Vice-Chair (current – Erika Parkinson)

- Supports the Chair in all duties and stands in when the Chair is unavailable
- Takes a lead role in specific projects or working groups as agreed with the committee
- Works closely with the Events Manager and Grants Officer to provide oversight and guidance
- Assists in preparing for meetings, reviewing agendas and following up on action points
- Helps to recruit and welcome new volunteers and committee members
- Responsible for organising Thorpe Park trip & supporting Chair

 *Elected role · All elected committee members are registered Trustees of the charity*

Treasurer (current – Kerry Jackson)

- Manages and oversees all PSA finances, ensuring income and expenditure are properly recorded
- Prepares regular financial reports for committee meetings and the annual accounts for the Charities Commission
- Maintains the PSA bank account and authorises payments in line with the agreed financial policy
- Works with the Vice-Treasurer to ensure smooth day-to-day financial administration
- Liaises with event leads and the Events Manager to ensure floats, card machines and purchasing are in order
- Ensures the PSA meets all financial reporting requirements as a registered charity
- Responsible for organising Thorpe Park trip & supporting Chair

 Elected role · All elected committee members are registered Trustees of the charity

Secretary (new developing role for 26/27)

- Supports the Chair with preparation and administration for all PSA meetings
- Supports meeting/minute secretary with taking accurate minutes of meetings, recording attendance, decisions, proposals and action points
- Writes up and distributes minutes to the committee following each meeting
- Maintains PSA records and membership lists (supported by the school office)
- Updates trustee details with the Charities Commission as required
- Ensures the PSA remains GDPR compliant in the storage and use of personal data
- Supports the Chair and Vice-Chair with email correspondence

 Elected role · All elected committee members are registered Trustees of the charity

ELECTED OFFICER ROLES

Vice-Treasurer (current – Vicky Rinkel)

- Supports the Treasurer with the day-to-day financial administration of the PSA
- Steps in to fulfil the Treasurer's responsibilities when they are unavailable
- Assists with banking, record keeping and the preparation of financial reports
- Helps to ensure all financial processes are transparent, accurate and compliant

 Elected role · All elected committee members are registered Trustees of the charity

Raffles & Lotteries Officer (new elected role for 26/27; current – Adam Mills)

- Promotes easy fundraising initiatives to the parent community (e.g. easyfundraising, My School Lottery)
- Organises and co-ordinates raffle and auction prizes for PSA events, including supporting Xmas Fayre Bidding Wall

- Manages online ticket sales platforms for raffles and lotteries
- Works with the Treasurer to ensure all lottery and raffle activity meets legal requirements
- Largely a home-based, flexible role — ideal for someone who enjoys organising from behind the scenes

 Elected role · All elected committee members are registered Trustees of the charity

Events Manager (new elected role for 26/27)

- Oversees all PSA events from planning through to delivery, supported by the Chair, Vice-Chair and Treasurer
- Works with each Event Lead to ensure they have the resources, volunteers and support they need
- Ensures that all required licences (e.g. for alcohol, entertainment or lottery) are applied for and approved in good time
- Manages the PSA stock cupboard, ensuring appropriate and sufficient supplies are available for each event
- Liaises with the Treasurer regarding purchasing, floats and card payment arrangements
- Co-ordinates communications with event volunteers

 Elected role · All elected committee members are registered Trustees of the charity

Grants Officer (new developing role for 26/27)

- Research funding opportunities from charitable trusts, local authorities and grant-giving organisations relevant to the school's needs
- Presents suitable grant opportunities to the committee for discussion and approval
- Writes and submits funding applications for approved opportunities, supported by the Chair and Vice-Chair
- Tracks the progress of applications and reports outcomes to the committee
- An incredible and often untapped source of fundraising — grants can make a significant difference to the school community
- Largely a home-based, flexible role — research and writing can be done at your own pace

 Elected role · All elected committee members are registered Trustees of the charity

Communications Officer (new developing role for 26/27)

- Promotes the PSA more widely within the school community and beyond
- Writes and supports the writing of the PSA newsletter, keeping parents informed of events and fundraising
- Manages or supports the management of the PSA's social media presence
- Works with the Chair, Vice-Chair and Secretary to ensure consistent and engaging communications
- Largely a home-based, flexible role — ideal for someone with a flair for writing or social media

 Elected role · All elected committee members are registered Trustees of the charity

SUPPORTIVE ROLES (UNELECTED · FORMALLY RECOGNISED)

Event Leads (Supportive Roles)

- Each Event Lead takes responsibility for co-ordinating one specific PSA event from start to finish
- Works with the Events Manager to ensure all required resources — venue, equipment, stock and volunteers — are arranged
- Runs the event on the day, supporting and briefing volunteers, and welcoming new helpers
- Provides a brief debrief to the Events Manager after each event to support future planning
- Leads can choose to coordinate more than one event if they wish

- Current events with lead roles: Autumn Concert · Spring Concert · Summer Concert & BBQ · Quiz Night (current – Natasha Jones) · Yr 7/8 Disco (current – Emma Vaughton) · Fashion/Dance Show · Yr 11 Prom

♥ Supportive role — unelected but formally recognised. No trustee obligations. A great way to get involved!

Meeting / Minutes Secretary (Supportive Role; current – Karen French)

- Attends PSA meetings and takes accurate notes on behalf of the Secretary
- Helps the Secretary to write up and circulate minutes after each meeting
- A fantastic entry point for anyone interested in getting involved in the PSA without taking on a full elected role

♥ Supportive role — unelected but formally recognised. No trustee obligations. A great way to get involved!

Pre-Loved Uniform Co-ordinator (Supportive Role; current – Karen French)

- Receives and sorts second-hand uniform donations from parents, including PE kit, managing the pre-loved uniform storage
- Co-ordinates pre-loved uniform sales throughout the academic year — at school events, open evenings and other suitable occasions
- Responds to ad-hoc parent requests for specific items as they arise, matching donors with those in need
- Keeps the storage area organised and maintains a rough record of available stock
- Promotes the pre-loved uniform offer to the parent community, helping to reduce costs for families and support sustainability

♥ Supportive role — unelected but formally recognised. No trustee obligations. A great way to get involved!

Recycling Initiatives Co-ordinator (Supportive Role; current – Stef Pope)

- Liaises with clothing bank companies to arrange and manage clothes recycling collections on school premises
- Co-ordinates printer cartridge recycling, ensuring collection points are in place and collections are arranged

- Researches and identifies additional recycling initiatives that also generate income for the PSA
- Promotes recycling opportunities to the school community and encourages ongoing participation
- Reports income generated through recycling initiatives to the Treasurer

♥ Supportive role — unelected but formally recognised. No trustee obligations. A great way to get involved!

XMAS FAYRE SUPPORTIVE ROLES

The Xmas Fayre is the PSA's biggest fundraising event of the year and is too large to be overseen by any one person. Rather than having a single Xmas Fayre Lead, the fayre is run as a collective — each co-ordinator owns their specific area and the whole group comes together regularly to align on plans and activities across the event. Overall oversight sits with the Chair and Vice-Chair. These are all supportive, unelected, formally recognised roles — no trustee obligations apply.

Stall Holders & Signage Co-ordinator (current – Chris Muirhead)

- Primary point of contact for all external and internal stall holders, liaising with BSG services and administration
- Drafts and maintains the layout plan for the fayre, allocating pitch positions logically and fairly
- Manages the distribution of stall holder application forms and maintains the stall holder register
- Ensures returning regulars are looked after and any remaining spaces are filled with new applicants
- Assists with the collection of payments (most pay via BACS), co-ordinating with the Treasurer for any cash or cheque handling at Reception
- Reviews and refreshes exterior signage — making greater use of fence space and available external areas to build presence and footfall
- Co-ordinates setup of directional and interior signage, liaising with the school about student volunteer support the day before

📌 Xmas Fayre area co-ordinator — supportive, unelected, formally recognised role

Bidding Wall Manager (current – Stephanie Rough)

- Manages the silent auction / bidding wall (with a small team of volunteers) — one of the fayre's most engaging and profitable features
- Sources, collects and organises items for the auction in the run-up to the event
- Sets up and manages the bidding wall on the day, ensuring a clear and inviting display
- Records winning bids and co-ordinates prize collection and payment with the Treasurer
- Works with the Prizes Co-ordinator and Raffles Officer where items overlap

📌 Xmas Fayre area co-ordinator — supportive, unelected, formally recognised role

Café Manager

- Plans and manages the café offer at the Xmas Fayre — a key footfall driver and income stream
- Sources refreshments and manages stock levels before and during the event
- Works with café volunteers, ensuring smooth service throughout the day

- Manages the café float and card payments, reporting income to the Treasurer
- Develops and evolves the café offer year-on-year based on feedback and experience

 *Xmas Fayre area co-ordinator — supportive, unelected, formally recognised role*

Tombola Co-ordinator (current – Stef Pope)

- Co-ordinates the tombola — a perennial favourite and reliable fundraiser at the fayre
- Collects and organises prize donations in the weeks leading up to the event
- Sets up the tombola the day before the fayre and runs the tombola on the day, managing volunteers and ticket sales
- Works with the Prizes Co-ordinator to avoid duplication of prize stock
- Reports ticket income to the Treasurer at the end of the event

 *Xmas Fayre area co-ordinator — supportive, unelected, formally recognised role*

Prizes Co-ordinator

- Co-ordinates the collection and cataloguing of donated prizes across the fayre's various activities
- Works with the Tombola Co-ordinator, Bidding Wall Manager and Raffles Officer to allocate prizes appropriately
- Manages prize storage in the lead-up to the event and distribution on the day
- Approaches parents, local businesses and regular donors to secure contributions
- Keeps a record of donors for acknowledgement and future relationship management
- Prepares and wraps the raffle hampers

 *Xmas Fayre area co-ordinator — supportive, unelected, formally recognised role*

Volunteer Co-ordinator

- Ensures the fayre has sufficient volunteers to run all areas on the day — stalls, tombola, entrance and café
- Recruits volunteers from the parent community and co-ordinates sign-ups well in advance of the event
- Organises volunteer preparation activities the day before the fayre, including decorating, tombola setup, hamper prize wrapping and café preparation
- Assigns volunteers to specific roles and areas on the day, providing clear briefings and a point of contact throughout
- Works closely with the Café Manager, Tombola Co-ordinator and Stall Holders Co-ordinator to understand volunteer needs for each area
- Follows up with volunteers after the event to thank them and encourage future involvement

 *Xmas Fayre area co-ordinator — supportive, unelected, formally recognised role*

Developing Roles — Help Shape These!

The following roles are newer and still evolving. If you have relevant skills or ideas, we'd love you to help define and develop them.

Football Co-ordinator (Developing Role)

- Explores and implements methods to measure visitor numbers at the Xmas Fayre
- Could manage a wristband system using colour-coded Tyvek wristbands — Blue (numbered) for visitors, Red for stall holders, Green for staff — enabling visitor count and a free end-of-day draw for Blue wristband holders
- Manages any technology-based footfall counting solutions
- Reports estimated visitor numbers to the committee post-event to support planning and grant applications

 *Developing role — to be shaped by the right volunteer. Supportive, unelected, formally recognised.*

Sponsorship Co-ordinator (Developing Role)

- Develops and manages relationships with sponsors and supporters of the Xmas Fayre
- Builds on existing relationships (e.g. Bournemouth University) while proactively identifying new opportunities — including local estate agents in the BSG catchment area and parent-run businesses
- Explores sponsorship opportunities that could be linked to wider school projects (e.g. the Kitchen project)
- Offers sponsors appropriate recognition — signage, social media, fayre presence — in exchange for contributions
- Reports sponsorship income and in-kind contributions to the Treasurer

 *Developing role — to be shaped by the right volunteer. Supportive, unelected, formally recognised.*

Interested? We'd love to hear from you!

Please contact the PSA via the school office or email the committee directly to register your interest in any role. Elections for all elected roles will take place at the PSA AGM. Supportive roles can be taken up at any time.

Constitution approved by the Charities Commission · Restructured in partnership with ParentKind