



# The Old Scardeburgians' Association (OSA) Committee

## Job Descriptions

'May 2020

This documents the job descriptions for the various roles on the OSA Committee

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## President of the OSA - Job Description

The President of the OSA will be a fully paid up Member of the OSA and is expected to perform the following duties:

1. Attend College functions to represent the OSA and be available to attend Reunion weekend events. \*
2. Attend the Annual General Meeting of the Association.
3. Attend, support and be involved as necessary in the work of the OSA Committee.
4. Support the ethos of the College and teaching staff.
5. Liaise with the Committee members and College staff as required.
6. The President will deputise for the Chairman in the running of meetings if the Chairman is unable to attend.

\* It is recognised that it may not be possible for the President to attend all events, in which case the Chairman, Secretary, Treasurer or Committee Member may deputise.

## Treasurer of the OSA - Job Description

The Treasurer of the OSA will be a fully paid up Member of the OSA and is expected to perform the following responsibilities, reporting to OSA Committee:

1. Ensure that accurate and up to date records are maintained relating to the organisation.
2. Ensure that the funds of the organisation are safeguarded.
3. Report to the Committee at every Committee meeting usually two per year over the OSA reunion weekends (March / November).
4. To liaise with the bank in order that online banking is available.

The Treasurer of the OSA will perform the following duties: .

- 1 Record the contributions/subs received from members so as to be able to identify who has paid. This includes members of the 300 club
- 2 Issue reminders related to contributions/subscriptions and to chase late payments. Allow members to pay electronically.
- 3 Record the receipts and payments of the organisation and ensure that the records are kept up to date and that the bank accounts are reconciled on a monthly basis.
- 4 Ensure that any cash received is banked immediately it is received.
- 5 Prepare cheques or BACS documentation for the approval of the Committee.
- 6 Make such payments as the Committee shall authorise.
- 7 Prepare the following reports for the Committee:
  1. Balance on hand
  2. Contributions/ subscriptions received and due
  3. Details of the payments made
  4. Details of any amounts due but not paid
- 8 Prepare an annual statement of the accounts for inspection by the auditor / scrutineer and for presentation to the Committee. Where we don't need these to be inspected by an Auditor then the Chairman can sign off the accounts as a true record.

## Chairman of the OSA - Job Description

The Chairman of the OSA will be a fully paid up Member of the OSA and it is their role to oversee the smooth running of the Committee and support the School and Staff at all events. Other responsibilities include:

1. Preside and Chair Committee Meetings and ensure that a quorum is present.
2. Ensure an open dialogue exists between the OSA and the School.
3. Promote the benefits of the OSA and to work within the spirit of the OSA Constitution.
4. Provide an annual report for the AGM.
5. Signing off the accounts as a true record where the OSA Treasurer has prepared an annual statement of the accounts for inspection by the auditor / scrutineer and for presentation to the Committee (where we don't need these to be inspected by an Auditor).

## Secretary of the OSA - Job Description

The Secretary of the OSA will be a fully paid up Member of the OSA and it is their responsibility to ensure the following:

1. Correspondence: to attend to correspondence, including emails, in a timely manner with reference to other Committee Members, where appropriate.
2. Meetings: currently, these consist of two Committee Meetings per year and one Annual General Meeting. The Secretary is responsible for:
  - a. The preparation of Meeting Agendas in consultation with other Committee Members and the circulation of these Agendas by email to Committee seven days before meetings
  - b. Notice of the AGM with attached reports as necessary and any proposals for change in Officers to be sent to all OSA members 28 days prior to the meeting
  - c. The recording of apologies received notified to the Secretary
  - d. The taking of Minutes at meetings and the circulation of Minutes to Committee members in a timely manner. Minutes of the AGM should also be posted to the OSA Website
  - e. Ensuring that any matters for discussion at Meetings have been properly notified to the Secretary and OSA Members where appropriate
3. OSA records / minutes: these should be held by the Secretary for safe keeping and securely. It is accepted some of this material will be held electronically and safeguards in place to prevent illegal access.
4. OSA database: the Secretary is responsible for maintaining and updating the OSA database in the following areas:
  - a. Recording changes notified by Members
  - b. Notifying the OSA President and Chairman of the death of any Members reported so that a letter of condolence maybe sent
  - c. Adding the names of all Leavers and the dates of attendance at the College to the database so that the historical data can be maintained. Other information may be provided providing consent has been given by the Pupil (The box should be ticked in the database if the Pupil has paid a membership fee otherwise left blank)

This will require liaising with the School Account Department

- d. Ensuring the email circulation list via the website and csv file are both updated so that Newsletters etc. reach the intended audience

- e. Log and file all consent forms from new members capturing whether or not consent has been given to GDPR
  - f. All Student who join the College are invoiced their joining fee when they first start at the College; the Secretary must ensure that we are passed the details of all new Students for our records
  - g. Handing out letters, ties & scarves to all new Members
  - h. Preparing and issuing of Newsletters and other information as appropriate to be posted to the website with accompanying email notification; hard copies to be posted to members who do not have email
5. Events:
- a. The Secretary is responsible (in conjunction with suitable helpers) for ensuring the booking of events, venue, notifications to Members and liaising with the Treasurer to ensure attendees have paid. This includes organising the OSA Ball in November (including tickets and tables) and the March Reunion
  - b. Where events are held at the College to liaise with the OSA Admin Officer to ensure Helpers are on hand, sufficient stocks of drinks are available for the event and that Licences are in place where appropriate
  - c. In conjunction with the OSA Admin Officer to ensure invitations to play Sports where appropriate are circulated and responses noted
6. Links with School:
- 1. Book Assembly time at start of the Autumn Term re checking membership / Ball / involve volunteers
  - 2. Book Assembly time at start of Summer term before study leave to advise Y11 about membership
  - 3. Use this Assembly to promote the Travel Scholarship and deal with applicants for consideration by OSA Committee
  - 4. Liaise with the OSA Chairman and the School re any former students visiting
  - 5. Promote bi-termly meetings with Chairman and sixth form volunteers etc. and what the OSA does
  - 6. Liaise with Director of Marketing re OSA matters
7. OSA Shop: the Secretary should be aware we have an OSA second hand Shop and should liaise and oversee the running as appropriate.
8. The Secretary is entitled to claim recompense for reasonable expenses incurred e.g. postage / stationery / printing supplies / photocopying etc. (receipts to be kept, when possible).

### Member of the OSA Committee - Job Description

All members of the OSA Committee (including Student Members) will be fully paid up members of the OSA and will fulfil the following responsibilities:

- 1. Members need to be actively involved in the running of the OSA and the promotion of the College, as requested.
- 2. To assist in the planning and running of OSA events and to consider new events as required by members.
- 3. To assist in promoting the OSA to current College pupils and to be involved in Presentations to the School, as required.
- 4. To assist in the updating of the Membership Database held by the Membership Chairman (Currently the OSA Secretary), by notifying the OSA Secretary of any changes that they become aware of.
- 5. To maintain contact with OSA members in their geographic area and promote central and regional events as appropriate.

6. To report to the Committee at every Committee meeting usually two per year over the OSA weekends (March / November); progress reports on tasks assigned to be submitted if unable to attend.
7. To promote the OSA at all times and at outside events when possible.
8. Student Members are responsible for the promotion of the OSA within the School.

### OSA Committee Helper - Job Description

All OSA Committee Helpers might be fully paid up Members of the OSA or others who are willing to help and will fulfil the following responsibilities:

1. Committee Helpers are not required to attend Committee Meetings, but are welcome to attend if they would like to do so.
2. Assist the Committee in promoting events within a designated membership time frame.
3. Assist the Committee in maintaining contact with OSA members in their designated time frame.
4. Assist the OSA Secretary in ensuring the database is up to date, by notifying the OSA Secretary of any changes that they become aware of.