**The Maynard Parents Association (MPA)**

**MPA Roles and Responsibilities**

**September 2025**

**MPA chair** (Trustee)

Main purpose of the role:

The chair provides leadership and governance for the MPA, sets the agenda for meetings and manages meetings in line with the agenda.

The chair ensures the MPA is run in line with its constitution and according to the wishes of members.

The chair is required to provide necessary documentation to be Green Lanyard approved, to be allowed unaccompanied whilst on school premises.

This role has significant interaction with the headteacher, the treasurer and the secretary.

The chair’s responsibilities:

* Provides leadership to the MPA ensuring long term vision remains appropriate and that shorter term goals are met
* Chairs and facilitates meetings in a manner that encourages everyone to contribute
* Sets the date and agenda for meetings and keeps the discussion on track
* Delegates tasks to members
* Ensures decisions are implemented
* Liaises with the school about fundraising priorities
* Welcomes and motivates new volunteers
* Is a designated signatory on the MPA bank account
* Ensures the MPA is registered with regulatory bodies eg, the Charity Commission, and submits reports where necessary.

At the AGM

* Writes the annual report

Suits people who are…

* Strong leaders
* Diplomatic and fair
* Enthusiastic
* Good delegators

**MPA Treasurer** (Trustee)

Main purpose of the role:

The treasurer controls the MPA funds in line with the Trustees decisions as well as charity law. They make sure upcoming events are affordable and profitable and report financial information to the rest of the team.

The treasurer is required to provide necessary documentation to be Green Lanyard approved, to be allowed unaccompanied whilst on school premises.

The treasurer’s responsibilities:

* Manages the day-to-day finances
* Keeps a detailed and accurate record of the MPA’s financial activity
* Reports on the finances at meetings in a clear, concise way
* Arranges floats for events
* Ensures money is kept safely before and during events
* Banks the takings from events and fundraisers
* Makes Gift Aid claims
* Implements procedures for making payments and claiming expenses
* Completes the Charity Commission annual return
* Gets accounts audited where necessary

At the AGM

* Prepares the financial report

Suits people who are…

* Confident at handling money and budgets
* Good with numbers
* Methodical

**MPA secretary** (Trustee)

Main purpose of the role:

The secretary ensures that the MPA’s activities run smoothly. They use their excellent communication and organisational skills to arrange meetings, take minutes and keep records.

The secretary is required to provide necessary documentation to be Green Lanyard approved, to be allowed unaccompanied whilst on school premises.

The secretary’s responsibilities:

* Assists the chair with planning meetings
* Communicates with the school and members, including circulating the agenda before MPA meetings
* Takes minutes at meetings, recording the key points, decisions made and relevant action points
* Manages communication between the Trustees, Volunteers, Members, school and school community
* Prepares the publicity for events, including flyers, posters and tickets
* Ensures meetings have enough attendees to form a quorum
* Keeps records
* Shares information
* Deals with correspondence

At the AGM

* Helps the chair prepare for the meeting and takes minutes on the day

Suits people who are…

* Great communicators
* Accurate writers
* Helpful and motivated

**MPA Trustee**

Main purpose of the role:

Trustees are involved in various aspects of decision making with regards to the MPA’s activities. They use their excellent communication skills to work together with the other trustees to make decisions in the best interest of the charity.

Trustees are required to provide necessary documentation to be Green Lanyard approved, to be allowed unaccompanied whilst on school premises.

**MPA Year Group Ambassadors**

Year Group Ambassadors may be responsible for some of the following:

* Passing on information from the MPA to other parents in their designated year group.
* Publicising MPA fundraising events and making it clear how people can get involved
* Organising year stalls at events and leading the drive for volunteers at year level
* Coordinating volunteers to help with fundraising activities
* Attending the AGM and MPA Ambassador meetings where possible
* Organising informal social activities for parents and families in their child’s year, ranging from coffee mornings to end-of-year parties. This is always welcome, but not expected of the
* Seeking feedback from parents on MPA events or school funding requests
* Encouraging parents and families to support the MPA
* Recruiting a new Year Group Ambassador towards the end of the summer term, to take over in the next academic year if required.
* To be a point of contact for new parents and welcome them to the year.

DEALING WITH PARENTS’ GRIEVANCES

If approached by a parent or guardian with a query or complaint regarding the school, please ask the them to contact the school office directly.

**MPA Members**

MPA Members are any parent or guardian of a pupil attending The Maynard School. MPA Members may be encouraged to assisting with the planning, organisation and running of events and activities, assisting year group ambassadors, other fundraising opportunities etc.