

## HOPA - The Committee 2020/21

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Title	Role
<b>Chair - Oaktree</b> <b>Rachael Smith</b> <b>Chair - Hermitage</b> <b>Vacant</b>	Two persons responsible for HOPA and work in collaboration with each other
<b>Responsibilities</b>	
<ul style="list-style-type: none"><li>• Acts as the school representative for HOPA</li><li>• Responsible for the recruitment of the committee</li><li>• Coordinates with the school for key HOPA events and assists in the project management of events</li><li>• Ensures the event coordinators have completed the Risk Assessment and Procedures for each event</li><li>• Manages the calendar of events</li><li>• Provides newsletter notices to parentmail</li></ul>	
Title	Role
<b>Vice Chair - Hermitage and Oaktree</b> <b>Joanne Denne</b>	To assist the Chair
<b>Responsibilities</b>	
<ul style="list-style-type: none"><li>• Assists the Chair in all areas of responsibility listed above</li><li>• Assists committee members with recruitment of event helpers</li></ul>	
Title	Role
<b>Treasurer</b> <b>Charlotte Moseley</b>	Responsible for HOPA accounts
<b>Responsibilities</b>	
<ul style="list-style-type: none"><li>• Responsible for the HOPA bank account</li><li>• Provides floats - identifying correct change for each event or stall</li><li>• Cashes monies</li><li>• Reimbursing pre-approved and authorised expenses</li><li>• Pays school approved funds</li></ul>	
Title	Role
<b>Secretary</b> <b>Marie Ovenden</b>	Provides administrative assistance to the Chair and Vice Chair
<b>Responsibilities</b>	
<ul style="list-style-type: none"><li>• Attends HOPA meetings and produces minutes</li><li>• Distributes documents in conjunction with the Chair</li></ul>	

Title	Role
<b>Refreshments Co-ordinator</b> <b>TBC when events resume</b>	Manages refreshments at all HOPA events, after school refreshments and, when possible, at School events, at the request of the Head.
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Creates a list of all events and occasions where refreshments are or could be served</li> <li>• Recruits and manages refreshment team and rota at each event</li> <li>• Ensure that food allergies and specific dietary requirements are risk assessed and managed at each event</li> <li>• Sources refreshments, as required - either purchased or donated</li> <li>• Responsible for the float at the event</li> <li>• Responsible for the set up and clearing of refreshments at event</li> <li>• Works with Eco team to ensure all eco opportunities are explored</li> </ul>	
Title	Role
<b>Marketing Officer</b> <b>Kelly Pearce</b>	Responsible for the marketing of HOPA and events
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Provides communication solutions for HOPA eg: use of HOPA pages on school websites, noticeboards, local community sites etc.</li> <li>• Manages poster and ticket design for events - production and distribution</li> <li>• Works alongside the FB Marketing Officer to provide updates</li> <li>• Assists the Chair and Vice Chair in regular parentmail updates and celebration of HOPA achievements</li> </ul>	

Title	Role
<b>FB Marketing Officer</b> <b>Amy Botha</b>	Management of HOPA Facebook communications
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Promotes all events</li> <li>• Accept/reject post and member requests</li> <li>• Manages comment section <ul style="list-style-type: none"> <li>o Delete inappropriate comments</li> <li>o Provide comments and feedback when required</li> </ul> </li> </ul>	

Title	Role
<b>Business Relations Officer Vacant</b>	Explores fundraising opportunities with businesses
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Seeks community bids/funding that could be used by HOPA or passed directly to the schools - this includes the management of the current Co-op relationship</li> <li>• Manages business pitches for funding</li> </ul>	

Title	Role
<b>HOPA Events Website Manager Kelly Pearce</b>	Management of <a href="http://www.pta-events.co.uk/HOPA">www.pta-events.co.uk/HOPA</a>
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Manages the HOPA events site, including and expanding 'What's On', 'Committee information' and 'Can You Help?' sections</li> <li>• Sets up and manages HOPA ticketed events - working with each event co-ordinator to ensure that the correct information is captured and reports can be easily produced</li> <li>• Creates new admins when required</li> <li>• Explores opportunities within the site to build robust communications with parents and keep all HOPA information relevant and up-to-date</li> </ul>	

Title	Role
<b>HOPA Events Co-ordinator (1 per event)</b>	An events co-ordinator is nominated for each event
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Works with HOPA Events Website Manager to set up ticketing for events</li> <li>• Recruits a running team and meets and works closely with both school committees</li> <li>• Identifies number of helpers required and recruits them for each event - ensuring that there are enough DBS checked helpers</li> <li>• Works with refreshments team to ensure there are supplies and helpers for the event</li> <li>• Works with Eco team to manage and assess eco opportunities</li> <li>• Produces the Risk Assessment and Procedures for each element of the event and ensures that it is read and signed by all helpers</li> <li>• Prints out lists of attendees, if required</li> <li>• Manages the set up, tidy up and coordination of the event and helpers</li> </ul>	

Title	Role
<b>HOPA Eco Team Leader</b> <b>Kim Parker</b>	Ideation and management of all things Eco
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Explores opportunities for HOPA and the school to lead in all eco-friendly solutions</li> <li>• TerraCycle               <ul style="list-style-type: none"> <li>o Relationship management with TerraCylce</li> <li>o Recruits 8 helpers and manages rota to empty TerraCycle bins, weekly</li> </ul> </li> <li>• Ensures Eco bins, vegware and all things eco are provided and clearly marked for all HOPA events</li> </ul>	
Title	Role
<b>Second Hand Uniform</b> <b>Rachel Lowe</b>	Sales of second hand uniform on ad-hoc basis
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Sets up and organises the selling of 2nd hand uniform throughout the year</li> </ul>	