

# Sara Beth Reynolds

Operations Manager

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## My role in the PSA

I act as the day-to-day co-ordinator and administrator of PSA activities along with a small team in Worcestershire.

We work closely with the board, digital manager, finance team, Regional Presidents and volunteers to ensure we deliver efficient services to the members.

## Projects I've worked on in 2017/18

We have supported all of the projects that each of the directors have been working on. Just some of the larger projects include:

- GDPR compliance
- Speakers' Hub
- Our speaker directory
- Regional Presidents Intranet
- Various newsletter, marketing and communications initiatives
- Member referral scheme
- Various new member benefits
- Creation of new member packs
- Managing and setting up new member days
- Creating, managing and supporting the regional and national events
- Supported recruitment process of new board members and volunteer roles
- Managing and setting up bootcamp events
- Liaison and support for new digital initiatives and website updates
- Along with the day-to-day member and regional activities.