

# Rebecca Jones

Chair the PSA UK&I

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## My role in the PSA

- Manage and support Sara Beth (operations manager) and her office team.
- Provide leadership and guidance to the team, board and volunteers.
- Run the board meetings, provide the board with information for decision making regarding the finances and running of the PSA.
- Overall responsible for the finances and running of the association with guidance from the board and office team.

## Projects I've worked on since appointment on 1 January 2020

- Worked with the team to streamline office procedures and improve the financial viability of the association.
- Managed the many changes required due to the Coronavirus pandemic; including taking all meetings on-line, providing support to the team, board and members as appropriate, dealing with contract changes with venues and pre-booked events.
- Supporting the president and team to change the annual conference to an online event.
- Negotiated the contract with the main conference venue.
- Began a process of review for the association and developing plans for its future.
- Supported the ethics volunteer with items raised.
- Assisted the office and board with the recruitment of two new directors and the on-boarding of these individuals.
- Assisted and supported the office and team with incoming foundation matters.
- Began plans for 2021 conventions including budgets and themes.
- Began plans for 2020-2021 Presidential hand-over.
- Assisted the team with Regional President hand over planning.
- Assisted with the Call for Speakers planning and selection of speakers for the speaking business summit.
- Assisted the office with all additional events that were proposed and approved.
- Worked on plans for the GSS 2022 with GSS 2022 Chair and Sara Beth, including venue sourcing, budget and planning.