

## **PTFA Committee roles**

### **CHAIR**

#### **Characteristics**

The Chair provides leadership for the committee sets the agenda for meetings and manages meetings in line with the agenda.

The Chair should ensure that issues are properly debated and an agreement is reached. Some committee members will be better at expressing themselves than others; it is important that the chair welcomes contributions from all members of the committee so that everyone feels involved.

The Chair will ensure that all new members feel welcome and their contributions valued. The Chair will introduce them to the other members and encourage them to play an active part in the discussions at committee meetings.

To ensure the smooth running of meetings the Chair must remain impartial and make sure that all parties have a voice and the opportunity to participate in decision-making.

The Chair will work closely with the Treasurer and Secretary to ensure that the PTFA is run effectively. As an Officer of the committee, the Chair will be one of designated signatories and will sign cheques on behalf of the PTFA along with other designated signatories.

#### **Job function**

To ensure that the business of the PTFA is conducted in accordance with the wishes of the representatives of the PTFA, to uphold the constitution of the PTFA, and prepare and submit statutory reports to Regulatory Bodies

#### **Main duties:**

- Provide leadership
- Sign the approved minutes of the last meeting
- Set the agenda for meetings
- Get to know members of the committee
- Run meetings in an efficient and timely manner ensuring that everyone is able to contribute
- Agree a date for the next meeting
- Welcome and involve new members
- Write the annual report in cooperation with the Secretary
- Sign cheques for the PTFA with one other committee member

### **Vice-Chair**

#### **Characteristics**

The support provided by the Vice-Chair is invaluable. Deputising for the Chairperson when necessary, the Vice-Chair helps to ensure that the Committee and all of the events continue to run smoothly. As with the Chair, leadership, enthusiasm and energy are necessary qualities for this post.

#### **Job function**

To support the chair in all aspects of their role, to ensure that the business of the PTFA is conducted in accordance with the wishes of the representatives of the PTFA and to uphold the constitution of the PTFA.

#### **Main duties:**

1. To chair meeting in the absence of the Chair
2. To draw up annual PTFA programme in consultation with the Chair.
3. To prepare meeting agendas by consulting with the PTFA Chair.
4. To welcome and involve other parents into the PTFA.

5. To lead parent and wider school community engagement in PTFA (class representatives, use of local contacts and skills).
6. To prepare with the Chair the PTFA annual report for the Annual General Meeting.

## **Secretary**

### **Characteristics**

The Secretary ensures that the PTFA runs smoothly and provides a link between Committee Members and the PTFA, and between the PTFA and the School. This requires good organisational and communication skills and being able to stick to deadlines.

### **Job function**

The Secretary is a key committee member as they are responsible for ensuring effective communication links between committee members and between the PTFA and the school.

The Secretary deals with all the correspondence that the PTFA receives and helps the Chair ensure that committee meetings run smoothly. Building up a good relationship with the school Secretary will help make sure that correspondence, sent to the school, is passed onto the PTFA promptly.

As well as dealing with correspondence, following a committee meeting, the Secretary will need to make bookings and other arrangements for events. Confirm arrangements made by telephone in writing (by letter or e-mail). The Secretary will make arrangements for the Annual General Meeting (AGM) and help the Chair prepare the annual report. The Secretary may also be involved in co-signing cheques on behalf of the PTFA.

### **Main duties:**

- Deal with correspondence
- Arrange meetings
- Prepare and distribute agendas
- Take the minutes of meetings, type them up and distribute them
- Ensure that enough committee members are present to make the meeting quorate
- Sign cheques as required
- Write the annual report with the Chair
- Preparation and distribution of newsletters and other communications to parents
- Preparation of publicity flyers, posters, tickets, etc. for events

## **Treasurer**

### **Characteristics**

A key role for all committee members is to manage and control the funds the PTFA raises. Although all the committee members have equal responsibility for the control and management of PTFA funds the Treasurer plays an important part in helping the committee carry out these duties properly.

### **Job function**

To maintain up-to-date records of all PTFA financial transactions

### **Main duties:**

- Day-to-day management of accounts, including issuing bills and receipts on behalf of the PTFA and making payments.
- To prepare and update financial ledgers on a regular basis.
- To complete banking transactions on a regular basis.
- To organise floats for fundraising events, collect and reconcile monies raised at these events and report totals raised to the appropriate stakeholders. Money raised at school events will be locked in the school safe after the event.

- To prepare and report financial statements at PTFA Meetings.
- To prepare a concise Financial Report for the Annual General Meeting.
- Charity registration and Gift Aid

### **Publicity Officer**

Characteristics:

A vital role within the PTFA is promoting and communicating work of the PTFA. The publicity officer must be an excellent communicator both in writing and in person.

Job Function:

To communicate and promote the work of the PTFA.

Main duties:

- Work closely with the school office to circulate information to parents via email, website or text alerts
- Publicising PTFA events and fundraising initiatives,
- Liaising with the local press to get press coverage of PTFA events.
- Ensuring posters are displayed around the school in good time.
- Ensuring all information on PTFA work is kept current and up to date

### **Committee Members**

Committee Members work alongside the Officers.

Main duties:

- Attends PTFA meetings
- Gets involved in planning, owning and running events
- Runs smaller projects
- Encourages participation and enthusiasm for the events organized by the PTFA

We want representation across all year groups. New parents to the school will be warmly welcomed.