

Chair

The Chair directs our meetings, making sure everyone's views are heard and everyone is involved in the meeting. They should make sure all committee members are familiar with the association's constitution, and their role and responsibilities as a committee member and trustee (all committee members are automatically trustees of the association).

The Chair is the main point of contact for the PTA, for the school and parents.

Duties and key responsibilities

- Prepares for meetings (with the Secretary & Comms)
- Invites committee members, parents and staff
- Suggests items for the agenda
- Identifies outstanding items from last meeting
- Prepares introductions for any new members attending
- Sets the ground rules for meetings and makes sure they are inclusive and efficient
- Delegates tasks to other members and volunteers, and checks they are completed
- Liaises with the school and requests a 'wish list' for the committee to agree what to fund
- Ensures the committee fulfils its role in respect of governance of the association as set out in the constitution, for example holding an AGM, election of committee, working with the Treasurer to ensure annual returns are completed if the PTA is charity commission registered
- Ensures any decisions made are clear, fit the objects of the constitution, and by agreement of the committee
- Writes the annual report for the association (with the Comms)
- Can be a signatory on the PTA bank account (along with at least one other committee member)

Vice-Chair

The Vice-Chair supports our Chair in all that they do. They also offer important administrative support.

The Vice-Chair is the main point of contact for the PTA should the Chair not be available.

Duties and key responsibilities

- To assist in all Chair key responsibilities
- Maintains association records
 - Committee member contact details
 - Minutes of meetings
- Welcome and involve other parents into the PTA.
- Chair any meetings that the Chair is unable to attend.
- Liaise with the Committee and Sub-Committees organising events.
- Manages committee & class rep recruitment
- Assists the Chair writing the annual report for the association
- Ensures documentation on PTA website is up to date
- May be a signatory on the PTA bank account (along with at least one other committee member)

Treasurer

Although all committee members have equal responsibility for the control and management of PTA funds, the treasurer has an important role, making sure these duties are carried out properly.

The Treasurer ensures accurate financial records are kept and best practice procedures are followed for counting money, banking and making payments. He or she should keep the committee updated with regular reports, and ensure end of year reports are completed for the association's AGM and (if applicable) the Charity Commission annual return.

Duties and key responsibilities

- Keeps up to date and accurate financial records.
- Presents financial updates at each committee meeting.
- Manages the PTA bank account and holds the association cheque book.
- Arranges changes of signatories on the association bank account.
- Ensures best practice procedures for counting and banking money after events are in place and followed.
- Makes approved payments.
- Ensures procedures for making approved payments and claiming approved expenses are followed by all committee members.
- Prepares annual treasurers report for AGM and arranges an independent examination of the association accounts.

For this busy role, it's important to have a basic understanding of book keeping so that you can maintain accurate records of income and expenditure.

Secretary

The Secretary supports the Chair to maintain accurate records.

Duties and key responsibilities

- Prepares for meetings (with the Chair)
 - Suggests items for the agenda
 - Circulates the agenda and reports before the meeting
 - Identifies outstanding items from last meeting
 - Helps the Chair keep meetings on track
- Takes minutes at meetings, recording attendance, action points, decisions and proposals
- Circulates approved minutes, along with a reminder of any actions agreed
- May be a signatory on the PTA bank account (along with at least one other committee member)

Comms

The Comms (or Communications) supports the Chair to build effective communication links between the school and the PTA.

Duties and key responsibilities

- Prepares for meetings (with the Chair)
 - Arranges a suitable venue
 - Invites committee members, parents and staff
- Handles written and email correspondence received for the association
- Prepares posters and any appropriate email correspondence for PTA events
- Liaises closely with the School Secretary to ensure PTA matters are shared with the school community
- Updates social media
- May be a signatory on the PTA bank account (along with at least one other committee member)

Class Representatives

What Is A Class Representative?

The main role of a Class Rep is to act as a link between parents and the PTA and to keep parents in your class informed about the upcoming PTA events.

You will need to encourage parents to get involved either by helping out with preparations behind the scenes, helping at events or by spreading the word to parents to ensure that events are well attended.

Responsibilities

- Introduce yourself and make sure that all parents in your class know who you are.
- Act as the communication link to parents in your class and spread the PTA word about upcoming events. For each event we may need you to ask for volunteers to help out and communicate the volunteers contact details back to us.
- Each class should aim to have a minimum of 2 Class Reps this will enable you to share the workload fairly. For example, 2 Class Reps will need to speak to approx. 12-15 families as opposed to the 3 members of the PTA committee trying to speak to c.200 families!
- Ideally, at least 1 Class Rep from each class should be in attendance at PTA meetings to communicate back to other Class Reps/parents as necessary.
- Organise Christmas and end of school year collections for teachers and teaching assistant gifts.
- Organise nights out for parents – obviously not compulsory but this is a great way to get to know everyone in your class.

The PTA desperately needs more parents to help and get involved. It is good fun and a great way to meet new people, so please spread the PTA love!

Without the help and support of our parents/carers we would not be able to hold any of the fundraising events that our children love and that help to raise vital money for improving our school.

As with the PTA Committee, Class Reps are all voluntary so anytime you feel like you no longer wish to be Class Rep then please contact a member of the Committee and let them know (no explanation required). The one thing we do ask is that you find someone to replace you as Class Rep.

A little bit of help makes a **BIG** difference!

Thank you for all your help 😊