



Job Specification: PTFA Vice-Chair

Location: Newton Popleford Primary School

Reports to: PTFA Chair(s) & PTFA Committee

Employment Type: Volunteer

Job Purpose:

The PTFA Vice-Chair is the second-in-command of the Parent-Teacher and Friends Association (PTFA), supporting the Chair(s) in all PTFA activities, decision-making, and operations. The Vice-Chair steps in when the Chair(s) is unavailable and assists in leading initiatives that support the school's goals. This role includes working with other PTFA Committee members, organising events, and fostering a positive relationship between parents, teachers, and school administration.

Key Responsibilities:

1. Support the Chair:

- Assist the Chair(s) in leading the PTFA's efforts to fulfil its mission and objectives.
- Take over the Chair's duties in their absence, including leading meetings, overseeing PTFA activities, and representing the PTFA to the school community.
- Provide input and support in planning the PTFA's annual goals, strategies, and programs.
- Work with the Chair(s) to ensure that all PTFA programs and events are implemented successfully.

2. Lead Specific PTFA Initiatives:

- Take responsibility for overseeing specific PTFA Committees or events, such as fundraising, membership drives, or school-wide programs.
- Act as the primary point of contact for Chair(s) and event organisers (Fairy Leader), providing guidance and support.
- Help coordinate volunteers and ensure that events and initiatives have the necessary resources.



3. Team Collaboration & Leadership:

- Collaborate with other PTFA Committee members, including the Treasurer, Secretary, and Committee leaders, to ensure the PTFA runs smoothly.
- Facilitate communication among committee members and the broader PTFA membership.
- Help foster a collaborative, supportive, and welcoming environment for all PTFA volunteers and members.

4. Assist with Meetings:

- Work closely with the Chair(s) to develop agendas for committee and general membership meetings.
- Attend all PTFA meetings and contribute to discussions and decision-making processes.
- In the Chair's absence, lead and facilitate PTFA meetings, ensuring productive discussions and decision-making.

5. Fundraising & Event Planning Support:

- Assist in organising and executing PTFA fundraising efforts, ensuring they meet financial goals and align with PTFA objectives.
- Support event logistics, such as helping to manage volunteers, coordinate resources, and oversee event setup and breakdown.
- Work with the Treasurer to ensure that funds raised are properly managed and used for school-related initiatives.

6. Membership & Outreach:

- Help drive membership growth by participating in PTFA membership campaigns and encouraging parent participation.
- Support efforts to build stronger relationships between parents, teachers, and school administrators.
- Assist in creating and distributing communications, such as newsletters, event announcements, and social media updates.

7. Succession Planning & Mentorship:

- Provide mentorship to new or potential board members to ensure leadership continuity in the PTFA.
- Support a smooth transition of leadership at the end of your term by assisting with the orientation of incoming PTFA committee members.



Skills & Qualifications:

Experience:

- Leadership or team management experience (experience in volunteer organisations, event planning, or non-profit work is a plus).

Skills:

- Strong leadership and interpersonal skills, with the ability to motivate and work effectively with volunteers and board members.
- Excellent communication and public speaking abilities.
- Good organisational and time management skills to manage multiple tasks and responsibilities.
- Familiarity with event planning and fundraising strategies.
- Basic understanding of budgeting or financial planning (in collaboration with the Treasurer).

Personal Attributes:

- Enthusiastic and committed to the mission of the PTFA and the school.
- Reliable, with the ability to handle responsibility and follow through on tasks.
- Team player with a positive, collaborative attitude.
- Adaptable, able to step in and lead when necessary.

Time Commitment:

- Attend all PTFA meetings
- Assist with major PTFA events and initiatives throughout the school year.
- Step in as acting Chair(s) when needed.
- Provide ongoing support to PTFA committees and initiatives.

Benefits:

- Play a vital role in enhancing the educational environment for students, teachers, and parents.
- Gain leadership experience and develop skills in team management, event planning, and fundraising.
- Build strong relationships with school staff, parents, and community members.
- Opportunity to lead the PTFA in the future as the Chair(s).