

Newton Poppleford PTFA Committee Roles Defined -2021

Chair

Main purpose of role: To lead the committee, ensuring the PTA is run in line with its constitution and according to the wishes of all members.

Typical responsibilities:

- Setting the dates and agenda for meetings
- Managing meetings according to the agenda and remaining impartial while doing so
- Ensuring meetings are held fairly and contributions from everyone are welcomed
- Writing the annual report for the AGM
- Delegating tasks to committee members and volunteers and ensuring these are carried out effectively
- Being one of the designated signatories on the PTA bank account
- Getting to know PTFA members and welcoming and encouraging new volunteers
- Drawing up the annual PTFA calendar of events
- Being the PTFA's primary link to the school, which includes agreeing on a wish list with the school leadership team
- Ensuring the PTFA is registered with regulatory bodies, e.g. the Charity Commission, and submitting reports where necessary

Skills required:

- Strong leadership
- Enthusiastic
- Good mediator

Treasurer

Main purpose of role: To manage and control PTFA funds according to the wishes of the committee.

Typical responsibilities:

- Reporting finances at PTFA meetings in a clear, concise way that all members can understand
- Preparing a financial report for the AGM
- Maintaining up-to-date records of all the PTFA's financial activity
- Organising floats for fundraising events
- Ensuring money is kept safely before and during events, and banking takings afterwards
- Reporting income and expenditure information after events
- Managing Gift Aid claims
- Completing the Charity Commission annual return (if registered) and getting accounts audited where necessary
- Managing finances on a day-to-day basis, including making payments, completing banking transactions and issuing bills and receipts
- Ensuring PTA bank cards and cheque books are safely stored
- Implementing procedures for making approved payments and claiming expenses and ensuring they're followed by all members

Skills required:

- Organised
- Good with numbers
- Confident handling money

Secretary

Main purpose of role: To ensure the PTFA runs smoothly and efficiently through the preparation and organisation of the committee's paperwork and communications.

Typical responsibilities:

- Working with the chair to prepare for and run meetings
- Circulating the agenda and reports before meetings and identifying outstanding items from previous meetings
- Helping the chair in planning the AGM and preparing the annual report
- Managing communication between the committee, volunteers, school and school community, including writing emails, newsletters and social media content, which may involve liaising with school admin staff
- Managing all correspondence received by the PTFA
- Taking minutes during PTFA meetings, typing them up and distributing them to committee members once approved by the chair
- Maintaining the PTFA's records, including minutes, member contact details and legal documents
- Ensuring there are enough committee numbers present at meetings to make up the quorum
- Preparing the publicity for events, including flyers, posters and tickets

Skills required:

- Motivated
- Strong communicator
- Fast and accurate note-taker

Deputy Chair

Main purpose of role: This is a nominal role and was created for the purpose of supporting the core committee members in any areas they require.

Year reps

Year group reps are a visible point of contact between parents and the PTFA. They ensure all year groups are represented within the PTFA and can help spread messages or recruit volunteers. They are responsible for organising the annual class cake sales.