



Job Specification: PTFA Chair

Location: Newton Poppleford Primary School

Reports to: PTFA Committee & General Membership

Employment Type: Volunteer

Job Purpose:

The PTFA Chair is the leader of the Parent-Teacher and Friends Association (PTFA), responsible for overseeing the overall direction and activities of the PTFA. The Chair provides leadership and guidance to the PTFA Board, facilitates communication between parents, teachers, and the school administration, and ensures the smooth and effective operation of the PTFA in fulfilling its mission to support the school community.

Key Responsibilities:

1. Leadership & Governance:

- Lead the PTFA and manage the operations of the association in accordance with its mission, and goals.
- Set the agenda and chair all PTFA meetings, including AGM meetings and general meetings.
- Serve as the primary point of contact between the PTFA and school administration, teachers, and parents.
- Ensure that PTFA decisions are made collaboratively, with input from committee and general members.
- Being a designated signatory for the PTFA bank account.

2. Strategic Planning & Goal Setting:

- Work with the PTFA Committee to develop the annual goals and objectives for the PTFA.
- Ensure that PTFA activities and initiatives align with the needs of the school and the interests of parents and teachers.
- Oversee the planning and execution of PTFA programs, fundraising activities, and events.
- Lead efforts to evaluate the success of PTFA programs and activities and adjust plans as needed.



3. Team Leadership & Development:

- Manage and support the work of PTFA board members, including the Treasurer, Secretary, and committee chairs.
- Delegate responsibilities to committee members, and volunteers, ensuring tasks are completed effectively and on time.
- Provide guidance and mentorship to new PTFA committee members or committee leads, fostering a collaborative and supportive working environment.
- Ensure continuity and transition planning for future PTFA leadership.

4. Facilitate Communication:

- Act as the spokesperson for the PTFA, representing its views and objectives to the school community.
- Foster open and transparent communication with parents, school staff, and local community members.
- Ensure PTFA members and the school community are kept informed of PTFA activities, initiatives, and achievements via newsletters, social media, and meetings.
- Work closely with the Secretary to ensure proper documentation and dissemination of meeting minutes, agendas, and reports.

5. Fundraising & Event Oversight:

- Provide oversight and support for all PTFA fundraising efforts and school-wide events.
- Collaborate with fundraising committees to develop plans, set fundraising targets, and ensure funds are used effectively to benefit the school.
- Ensure that all PTFA events are planned and executed in compliance with school policies and PTFA constitution.

6. Advocacy & Relationship Building:

- Advocate for the school and its students by supporting initiatives that enhance student learning and school improvement.
- Build strong working relationships with school staff, local community organisations, and other stakeholders.
- Represent the PTFA at local PTFA meetings or events as necessary, ensuring the local PTFA is connected to the broader PTFA network.



7. Compliance & Reporting:

- Ensure that the PTFA operates in compliance with PTFA constitution.
- Work with the Treasurer to ensure financial transparency, including budget approval and review of financial reports.
- Oversee the timely submission of any required reports or filings to PTFA organisations, or other governing bodies e.g. Charity Commission.
- Ensure proper election procedures are followed for PTFA committee member elections.

Skills & Qualifications:

Experience:

- Leadership or management experience (experience with volunteer organisations, non-profits, or school-related committees is an advantage).

Skills:

- Strong leadership skills, with the ability to motivate and manage a diverse team of volunteers.
- Excellent organisational and time management skills.
- Strong verbal and written communication skills, with the ability to facilitate meetings and present ideas effectively.
- Proficient in email, document management software, and other basic office tools.
- Basic understanding of budgeting and fundraising practices.

Personal Attributes:

- Enthusiastic and committed to the mission of the PTFA and the school community.
- Collaborative and able to build relationships with diverse stakeholders.
- Diplomatic, with the ability to handle conflicts or differences of opinion professionally.
- Flexible and adaptable to changing needs or circumstances.

Time Commitment:

- Attend and lead all PTFA meetings.
- Manage ongoing PTFA activities, communications, and initiatives.
- Provide oversight and support for key PTFA events and fundraising efforts throughout the year.
- Ensure a smooth transition of leadership at the end of the term.



Benefits:

- Make a significant impact on the school community, supporting students, teachers, and parents.
- Gain leadership experience and develop skills in team management, event planning, and communication.
- Build lasting relationships with other parents, teachers, and community members.
- Help shape and improve the educational experience for all students in the school.