

## **Roles and Responsibilities of the PTA**

We have summarised the key responsibilities for all named roles as a guide for parents or carers who may be interested. If this all sounds a bit formal, please don't be put off, it is very much a team effort and this guide is meant to be an information tool, especially for those new to the school or committee. If there is anything you would like to know, please ask any of the current committee member.

### **PTA Chair**

The Chair provides leadership for the committee, sets the agendas and manages the meeting in line with the agenda. They ensure that issues are properly debated and an agreement is reached. The chair must remain impartial and makes sure that all parties have a voice and the opportunity to participate in decision making.

The chair is the main link between school and the committee, and ensures that the committee fulfils its role as set out in the constitution.

#### **Key responsibilities and characteristics:**

- Provide leadership and enthusiasm.
- Delegate tasks and monitor their progress
- Be organised and inclusive
- Set the Agenda for Meetings and run the meeting in an efficient and timely manner (at school once a term).
- Welcome and involve new Members.
- Prepare the annual report for the AGM.
- Write regular newsletters and upcoming event communications.
- Sign cheques for the PTA with one other Committee Member.
- To ensure the committee and all the events run smoothly.

### **Vice Chair**

The Vice Chair deputises for the Chair when necessary and supports the chair in all aspects of their role, to ensure the PTA is conducted in accordance with the wishes of the representatives of the PTA and upholds the constitution.

#### **Key responsibilities and characteristics:**

- Chair any meetings that the Chair is unable to attend.
- Welcome and involve other parents into the PTA.
- To lead parent and wider school community engagement in the PTA.

### **Secretary**

Secretary supports the Chair to build effective communication links between the school and the PTA. The Secretary deals with all the correspondence that the PTA receives, circulates agendas and minutes and keeps track of attendance and actions agreed at meetings. The Secretary may also be involved in co-signing cheques on behalf of the PTA.

#### **Key responsibilities and Characteristics**

- Deal with correspondence.
- Send email to committee to confirm date of next meeting
- Take the minutes of meetings, type them up and distribute them.
- Distribute Minutes to all the Committee.
- Co-sign cheques as required.
- Organised and efficient
- A good listener, with the ability to identify key discussion points, actions and agreements at meetings.

## **Treasurer**

The role of the treasurer is to manage and control the funds the PTA raises. Although all the committee members have an equal responsibility for the control and management of the funds the treasurer ensures that accurate financial records are kept and best practice procedures are followed for counting money, banking and making payments.

The Treasurer should have a basic understanding of book keeping as they need to record all income and expenditure, details of the amounts received and spent, and have the information available for every Committee Meeting

### **Key responsibilities and Characteristics**

- Maintain the financial records.
- Prepare and co-sign cheques as required.
- Completes the end of year reports for the AGM.
- Count and bank monies.
- Pays money into the bank account and reconciles bank statements.
- Charity registration and Gift Aid.
- Regular and other payments.
- Draw up the annual accounts.
- Ensuring that procedures for making approved payments and claiming approved expenses are followed by all committee members.
- Completing the charity commission annual return.

## **Committee Members**

Ordinary Committee Members work alongside the Officers, contributing ideas, helping to organise events or running smaller projects. They also have an important role to play alongside the Officers of the PTA in ensuring good communication with the rest of the School, encouraging participation and enthusiasm for the events organised by the PTA.

### **Parents & Carers – Ordinary Members of the PTA**

Parents and Carers of children at the School are automatically Ordinary Members of the PTA. The PTA Committee informs them of the events and projects that are due to take place. The Ordinary Members participate in, and benefit from, the events run by the Committee. They may attend PTA Meetings, but they cannot vote on decisions made by the Committee. All parents and carers are encouraged to help at the fundraising events. Information on help needed is usually provided by email in the run up to even