

St Chad's PTA Committee Roles

CHAIR

General Overview:

The Chair provides leadership for the committee sets the agenda for meetings and manages meetings in line with the agenda. To ensure the smooth running of meetings the Chair must remain impartial and make sure that all parties have a voice and the opportunity to participate in decision-making.

The Chair should ensure that issues are properly debated and an agreement is reached. Some committee members will be better at expressing themselves than others; it is important that the chair welcomes contributions from all members of the committee so that everyone feels involved. The Chair will ensure that all new members feel welcome and their contributions valued.

The Chair will work closely with the Treasurer and Secretary to ensure that the PTA is run effectively. As an Officer of the committee, the Chair will be one of designated signatories and will sign cheques on behalf of the PTA along with other designated signatories.

Job function:

To ensure that the business of the PTA is conducted in accordance with the wishes of the representatives of the PTA, to uphold the constitution of the PTA and to prepare and submit statutory reports to Regulatory Bodies.

Main duties:

- Provide leadership.
- Set the agenda for meetings.
- Run meetings in an efficient and timely manner ensuring that everyone is able to contribute.
- Welcome and involve new members.
- Write the annual report.

VICE-CHAIR

General Overview:

The support provided by the Vice-Chair is invaluable. Deputising for the Chairperson when necessary, the Vice-Chair helps to ensure that the Committee and all of the events continue to run smoothly. As with the Chair, leadership, enthusiasm and energy are necessary qualities for this post.

Job function:

To support The Chair in all aspects of their role, to ensure that the business of the PTA is conducted in accordance with the wishes of the representatives of the PTA and to uphold the constitution of the PTA.

Main duties:

- To chair meeting in the absence of the Chair.
- To prepare meeting agendas by consulting with the PTA Chair.
- To welcome and involve other parents into the PTA.
- To prepare with the Chair the PTA annual report for the Annual General Meeting.

SECRETARY (this role will work well as a 'job share', this would help to ensure there is always one secretary available at each meeting to take the minutes)

General Overview:

The Secretary ensures that the PTA runs smoothly and provides a link between PTA members, the PTA and the School. This requires good organisational and communication skills and being able to stick to deadlines.

Job function:

The Secretary is a key committee member as they are responsible for ensuring effective communication links between committee members and between the PTA and the school.

The Secretary helps the Chair ensure that committee meetings run smoothly. Building up a good relationship with the school Secretary will help make sure that correspondence sent to the school, is passed onto the PTA promptly.

The Secretary will make arrangements for the Annual General Meeting (AGM) and help the Chair prepare the annual report.

Main duties:

- Notify PTA members of meetings
- Take the minutes of meetings, type them up and distribute them via email. Ensure minutes are available on the school website.
- Assist with the writing of the annual report with The Chair.
- Preparation of publicity flyers, posters, tickets, etc. for events.

TREASURER (this role will work well as a 'job share')

General Overview:

A key role for all committee members is to manage and control the funds the PTA raises. Although all the committee members have equal responsibility for the control and management of PTA funds the Treasurer plays an important part in helping the committee carry out these duties properly.

Job function:

To maintain up-to-date records of all PTA financial transactions.

Main duties:

- Day-to-day management of accounts, including issuing bills and receipts on behalf of the PTA and making payments. Also signing cheques (along with other designated PTA members)
- To prepare and update financial ledgers on a regular basis.
- To complete banking transactions on a regular basis.
- To organise floats for fundraising events, collect and reconcile monies raised at these events and report totals raised to the wider school community. Money raised at school events will be locked in the school safe after the event, then paid into the bank as soon as possible.
- To prepare and report financial statements at PTA Meetings.
- To prepare a concise Financial Report for the Annual General Meeting.
- Charity registration and Gift Aid.

CLASS REPS - PUBLICITY OFFICERS:

Job Function:

To communicate and promote the work of the PTA.

Main duties:

- Publicising PTA events and fundraising initiatives via word of mouth and various other platforms.
- Ensuring posters are displayed around the school/ classroom windows in good time and removing out of date posters.

PTA MEMBERS:

Every parent / carer is automatically a member of the PTA.

Main duties:

- Attend PTA meetings if possible. There are typically 4 a year. The dates are publicised in advance and the meetings are usually held in the school staffroom.
- Supports other members during the planning of any PTA run events as and when they are available to do so. This can be as much or as little involvement as you would like. Many people have different skill sets are therefore favour some events more than others.
- Support smaller projects, such as year bun sales. This may involve helping to set up the stall at the main school entrance or helping on the stall during the bun sale.
- Encourage participation and enthusiasm for the events organised by the PTA.

It would be fantastic to have representation across all the year groups. New and existing parents / carers to the school will always be warmly welcomed.

We look forward to seeing you soon.

Your St Chad's PTA.