**Echelford PTFA Committee Roles**

**PTFA Chair (and/or Co-Chair)**

Main purpose of the role

To lead the committee, ensuring the Echelford PTFA is run in line with its constitution and according to the wishes of all members.

The Chair's responsibilities:

* Chairs and facilitates meetings in a manner that encourages everyone to contribute.
* Sets the date and agenda for meetings and keeps the discussion on track.
* Delegates tasks to committee members.
* Ensures decisions are implemented.
* Liaises with the school about fundraising priorities.
* Welcomes and motivates new volunteers.
* Is a designated signatory on the Echelford PTFA bank account.
* Ensures the Echelford PTFA is registered with regulatory bodies eg, the Charity Commission, and submits reports where necessary.
* Is registered as a Charity Trustee with the Charity Commission.
* Writes the annual report at the AGM

Suits people who are…

* Strong leaders
* Diplomatic and fair
* Enthusiastic
* Good delegators

**PTFA Treasurer (and/or Co-Treasurer)**

Main purpose of the role

The treasurer controls the Echelford PTFA funds in line with the committee’s decisions as well as charity law. They make sure upcoming events are affordable and profitable and report financial information to the rest of the team.

The Treasurer's responsibilities

* Manages the day-to-day finances.
* Keeps a detailed and accurate record of the Echelford PTFA’s financial activity.
* Reports on the finances at meetings in a clear, concise way.
* Arranges floats for events.
* Ensures money is kept safely before and during events.
* Banks the takings from events and fundraisers.
* Makes Gift Aid claims.
* Implements procedures for making payments and claiming expenses.
* Completes the Charity Commission annual return.
* Gets accounts audited where necessary.
* Is registered as a Charity Trustee with the Charity Commission.
* Prepares the financial report for the AGM.

Suits people who are…

* Confident at handling money and budgets
* Good with numbers
* Methodical

**PTFA Secretary (and/or Co-Secretary)**

Main purpose of the role

The secretary ensures that the Echelford PTFA’s activities run smoothly. They use their excellent communication and organisational skills to arrange meetings, take minutes and keep records.

The Secretary's responsibilities

* Assists the chair with planning meetings.
* Communicates with the school and committee members, including circulating the agenda before Echelford PTFA meetings.
* Takes minutes at meetings, recording the key points, decisions made and relevant action points.
* Manages communication between the committee, volunteers, school and the school community.
* Ensures meetings have enough attendees to form a quorum.
* Keeps records.
* Shares information.
* Is registered as a Charity Trustee with the Charity Commission.
* Helps the chair prepare for the AGM and takes minutes on the day.

Suits people who are…

* Great communicators
* Accurate writers
* Helpful and motivated