



Nomination Form for Frogmore Infant School Parent Teacher Association (PTA) Committee Member

At the meeting, there will be an election for the following positions.

Where there is more than one nomination for a role, the election will be by a show of hands vote of those present at the meeting.

A brief summary of the positions are shown in the table below, with more detail on the responsibilities of each role following after the nomination form.

<p>Chair <i>Peter Napper</i> (standing for re-election)</p>	<p>The Chairperson's main responsibilities include running meetings, overseeing any event sub-committees and maintaining the momentum for fundraising throughout the school year.</p>
<p>Vice-Chair <i>Nicki Gill</i> (standing for re-election into a new committee role, currently on the committee as an ordinary committee member)</p>	<p>The Vice-Chair co-ordinates teams of volunteers and acts as deputy to the Chair, particularly to progress broader PTA initiatives.</p>
<p>Treasurer <i>Gemma Jenkins</i> (standing for re-election)</p>	<p>The Treasurer is responsible for coordinating and recording all PTA monies including float provision, banking monies, issuing cheques and producing regular simple accounts.</p>
<p>Secretary <i>Laura Beresford</i> (standing for re-election)</p>	<p>The Secretary's roles are minute taking at meetings, producing and distributing all PTA paperwork, communications, advertising events where appropriate and general administration tasks.</p>
<p>Ordinary Committee Member <i>Jill King</i> (standing for re-election)</p>	<p>Ordinary Committee Members are equally responsible for the control of the Association together with the Office holders.</p>
<p>Ordinary Committee Member Vacant</p>	<p>Ordinary Committee Members are equally responsible for the control of the Association together with the Office holders.</p>

If you are interested in any of the above roles, please complete the attached form and return to the school office by 2pm, Friday 15 October 2021.



**Nomination Form for
Frogmore Infant School Parent Teacher Association (PTA) Committee Member**

**ANNUAL GENERAL MEETING
Friday 15 October 2021 at 2:30 pm in the school hall**

NOMINATION FOR COMMITTEE MEMBERS OF THE PTA

Please return to school office by 2pm, Friday 15 October 2021

I (please print name).....wish to be nominated for the position of

- Chair
- Vice Chair
- Treasurer
- Secretary
- Ordinary Committee Member

Signed.

Nomination Proposed by:

Proposer Name:.....

[BLOCK CAPITALS]

Proposer Signature:.....

Nomination Seconded by:

Seconder Name:.....

[BLOCK CAPITALS]

Seconder Signature:.....

Dated.....

Registered Charity no: 1092704



Nomination Form for Frogmore Infant School Parent Teacher Association (PTA) Committee Member

Role of Chair

Main purpose of the role

The Chair directs your meetings, making sure everyone's views are heard and everyone is involved in the meeting. He or she should make sure all committee members are familiar with the association's constitution, and their role and responsibilities as a committee member and trustee (all committee members are automatically trustees of the association).

Duties and key responsibilities

- Prepares for meetings (with the Secretary)
- Invites committee members, parents and staff
- Suggests items for the agenda
- Identifies outstanding items from last meeting
- Prepares introductions for any new members attending
- Sets the ground rules for meetings and makes sure they are inclusive and efficient
- Delegates tasks to other members and volunteers, and checks they are completed
- Liaises with the school and requests a 'wish list' for the committee to agree what to fund
- Ensures the committee fulfils its role in respect of governance of the association as set out in the constitution, for example holding an AGM, election of committee, working with the Treasurer to ensure annual returns are completed for the charity commission
- Ensures any decisions made are clear, fit the objects of the constitution, and by agreement of the committee
- Writes the annual report for the association (with the Secretary and Treasurer)
- Can be a signatory on the PTA bank account (along with at least one other committee member)
- Making sure the association is GDPR compliant

Key skills

- **Confident and assertive** –able to control meetings and call to order when necessary, making sure everyone has an opportunity to speak.
- **Ability to remain impartial** – make sure contributions are brief and ensure everyone's views are respected.
- **Calm, friendly and approachable** – as the main point of contact for the PTA for the school and parents the Chair must be inclusive and make sure everyone feels welcome.
- **Organised and able to delegate** – most PTAs have lots of activities going on and the Chair should make sure the workload is shared and tasks are completed as agreed.



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Role of Secretary

Main purpose of the role

The Secretary supports the Chair to build effective communication links between the school and the association and maintains accurate records (see below).

Duties and key responsibilities

- Prepares for meetings (with the Chair)
- Takes minutes at meetings, recording attendance, action points, decisions and proposals
- Circulates approved minutes, along with a reminder of any actions agreed
- Maintains association records
- Making sure that the association is GDPR compliant
- Assists the Chair and Treasurer writing the annual report for the association
- May be a signatory on the PTA bank account (along with at least one other committee member)
- Handles written and email correspondence received for the association

Key skills

- **Organised and efficient** – keeps accurate records in a format that can easily be handed over to successor.
- **Good listener** – able to identify key discussion points, actions and agreements at meetings to accurately record in minutes.
- **Calm, friendly, approachable** –able to communicate confidently with the school and committee.



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Role of Treasurer

Main purpose of the role

The Treasurer ensures accurate financial records are kept and best practice procedures are followed for counting money, banking and making payments. He or she should keep the committee updated with regular reports, and ensure end of year reports are completed for the association's AGM and the Charity Commission annual return.

Duties and key responsibilities

- Keeps up to date and accurate financial records.
- Presents financial updates at each committee meeting.
- Manages the PTA bank account and holds the association cheque book.
- Arranges changes of signatories on the association bank account.
- Ensures all bank cards, cheque books and paying books are accounted for and obtained from any individual leaving the PTA.
- Ensures best practice procedures for counting and banking money after events are in place and followed.
- Makes approved payments.
- Ensures procedures for making approved payments and claiming approved expenses are followed by all committee members.
- Prepares annual treasurers report for AGM and arranges an independent examination of the association accounts, where required.
- Completes the Charity Commission annual return.
- Updates trustee details with Charity Commission (as appropriate)
- Manages Gift Aid (or assists the committee member responsible for managing Gift Aid)

Good Financial Governance Practices

- Review financial statements every month.
- Financial Position reporting is a standing monthly agenda item.
- More than one person can access bank statements online.
- Fully review financial position at least Quarterly.
- Check all expenses and receipts tally to Balance Sheet / Accounting software .
- Ensure proper financial reporting routines are observed and understood by all members.
- **Important:** Charity law requires all charity trustees to prepare annual accounts for their charity .These accounts are subject to an independent review, where certain thresholds are exceeded

Key skills

- **Basic understanding of book keeping** – able to maintain accurate records of income and expenditure.
- **Organised with an eye for detail** – big events involve counting a lot of small change. The Treasurer leads the 'money' team, making up floats and collecting money from various stalls.
- **Calm, approachable and a team player** – it's a busy role. The Treasurer must be able to remain calm during busy times, and ensure he or she does not work in isolation by communicating regularly with the rest of the committee.



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Role of Ordinary Committee Member

Main purpose of the role

The Ordinary committee members are equally responsible for the control of the Association, its property and its funds as the Officer roles. They are also trustees of the Charity and can be signatories on the bank account.

This role is a good introduction to the committee for those who wish to be fully involved in the Association but maybe are just finding their feet and don't want to commit to an Officer role.

Ordinary committee members could be given extra roles to help support the Officer roles, for example managing the Association Facebook page – a Social Media Co-Ordinator, helping new parents become involved in school life or recruiting existing parents to volunteer at events, maybe as a Class Representative.

Duties and key responsibilities

- Attend committee meetings and vote on matters to assist in making decisions on behalf of the Association.
- Report back to the committee on any events planned as part of a sub-committee e.g. Summer Fair.

Key skills

- **Calm, friendly, approachable and a team player**—able to communicate confidently with the school and committee.