



Roles and Responsibilities of PTA

PTA Committee roles

Chair/Vice Chairman

The Chair provides leadership for the committee sets the agenda for meetings and manages meetings in line with the agenda.

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.

New members of the committee may feel awkward at first. The Chair should welcome all new members, introduce them to the other members and encourage them to play an active part in the discussions at committee meetings.

Occasionally, personality clashes may arise. The Chair should remain impartial, call the meeting to order without upsetting the parties involved, and make sure that the committee's decisions are not hindered in any way.

The Chair needs to work closely with the Treasurer and Secretary to ensure that the PTA is run effectively. As a committee officer, the Chair is often one of the people to sign cheques on behalf of the PTA, normally along with either the Treasurer or Secretary.

Key responsibilities:

- provide leadership
- chair PTA meetings, ensuring they are effective and that decisions taken at meetings are carried out in a manner that reflects the needs and wishes of the representatives of the PTA
- set the agenda for meetings and make sure they are completed and distributed, follow the agenda and manage the meeting, sign the approved minutes of the last meeting,
- get to know members of the committee
- agree a date for the next meeting
- welcome and involve new members
- ask for apologies for absence
- write the Chair Report for AGM
- sign cheques for the PTA with 2 other committee members
- ensure that PTA business is conducted in an open and transparent way
- to support and authorise the work of the Treasurer and Secretary
- to oversee the formation of sub-committees for fundraising events and make sure they receive the support they require for organising successful fundraising events
- to make sure that the leads for Fundraising events plan and prepare accordingly for their events and receive the required support to hold a successful event
- make sure that the PTA obtains and holds the correct and appropriate licences for Fundraising events e.g. licences for the bar and sale of raffle tickets.
- to correspond with sponsors, the PTA and the Headteacher when specific actions relating to PTA business are required
- keep the caretaker as you best friend and always look after him. Good ones are invaluable and poor ones make your job very difficult

Secretary

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 deals with all the correspondence that the PTA receives and 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.

As well as dealing with correspondence, following a committee meeting, the Secretary will help the Chair to make bookings and other arrangements for events. The Secretary will make arrangements for the Annual General Meeting (AGM). The Secretary may also be involved in co-signing cheques on behalf of the PTA.

Key responsibilities:

- deal with correspondence
- write up the minutes of meetings
- prepare agendas
- distribute minutes to all the committee
- call meetings - giving plenty of notice (once per term)
- make meeting & event arrangements
- keep a record of attendance at meetings
- take notes during meetings
- ensure that enough committee members are present to make the meeting quorate (this number is defined in your PTA constitution)
- co-sign cheques as required
- preparation and distribution of newsletters and maintain noticeboard
- preparation of publicity flyers, posters, tickets, etc. for events
- maintain the mailing list friendsofhothamschool@hotmail.co.uk

Treasurer

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.

The Treasurer should record all income and expenditure. This can be a simple accounts book or a computerised system. The Treasurer should record details of the amounts received and spent and have the details available for every committee meeting plus:

- the balance of funds
- committed expenditure
- income, expenditure and profit from each event held

The Treasurer should report on the current financial position at each committee meeting and this should be recorded in the minutes. The report should include an update on funds received and spent since the last report. If the Treasurer is unable to attend a committee meeting, a written report should be sent to the Chair at least one or two days before the meeting. All financial decisions taken should be recorded in the minutes of the meeting. The Treasurer also

- liaises with the bank
- pays money into the bank account and reconciles bank statements
- advises the bank of agreed changes to the bank mandate, ie those authorised to sign cheques
- raises and signs cheques with a second committee member co-signing. The person co-signing must see what is being paid for before signing. The Treasurer should sign last and keep all original invoices
- withdraws money to provide a cash float for events
- monitors funds held on account and discusses with the bank or building society, the use of higher rate investment accounts. Any decision to use an investment account, including the amount to be put in the account, should be taken by the whole committee.
- ensure regular payments, for example, NCPTA membership, are made on time to guarantee benefits and take advantage of any discounts
- arrange appropriate licenses for events

Key responsibilities:

- maintain the financial records
- prepare and co-sign cheques as required
- report income & expenditure at meetings
- count and bank monies
- liaise with the bank
- charity registration and Gift Aid
- regular and other payments
- draw up the annual accounts

Ordinary Committee Members

Ordinary Committee Members work alongside the Officers, contributing ideas, helping to organise events or running with 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.

Class Reps

Class Reps ensure good communication with the parents and teachers of their class. They organise social events for the parents & carers of their class. They may run with small projects for the school, organise stalls and helpers for Summer and Christmas Fairs and help out where they can with PTA events.

Key responsibilities include:

- forward PTA/School newsletters and other emails to their class what's app group.
- provide feedback and ideas from class to the PTA Committee and school.
- welcome new parents to the school to class.
- organise cake sales by arranging volunteers, cakes, and communicating an information for cake sales.
- liaise with class teacher for any specific help required from PTA, e.g. making costumes, Christmas, school trips, easter and summer fair.
- arrange Christmas and end of year cards and class gift for teachers and TAs
- arrange social events for their class, class picnics and Park trips
- attend PTA monthly online meetings , help out at and recruit volunteers for PTA events.
- Forward messages from Hotham Rep what's group relevant to year group.

