



<b>Role Title</b>	PTFA Chair
<b>Additional Function</b>	Officer, Trustee
<b><u>Main Purpose of Job Role</u></b> To lead the committee, ensuring the PTFA is run in line with its constitution and according to the wishes of all members	
<b><u>Typical responsibilities:</u></b> <ul style="list-style-type: none"><li>• Setting the dates and agenda for meetings</li><li>• Managing meetings according to the agenda and remaining impartial while doing so</li><li>• Ensuring meetings are held fairly and contributions from everyone are welcomed</li><li>• Writing the annual report for the AGM</li><li>• Coordinating fundraising events, delegating tasks to committee members / volunteers and ensuring these are carried out effectively</li><li>• Being one of the designated signatories on the PTFA bank account</li><li>• Getting to know PTFA members and welcoming and encouraging new volunteers</li><li>• Drawing up the annual PTFA calendar of events</li><li>• Being the PTFA's primary link to the school, which includes agreeing on a Wishlist with the school leadership team</li><li>• Ensuring the PTFA is registered with regulatory bodies, e.g., the Charity Commission, and submitting reports where necessary</li><li>• Regular meetings with the Head Teacher to provide parent feedback and discuss improvement initiatives</li></ul>	
<b><u>Skills required:</u></b> <ul style="list-style-type: none"><li>• Strong leadership and communication skills</li><li>• Calm, friendly and approachable</li><li>• Good mediator</li><li>• Organised and able to delegate</li></ul>	
<b><u>Time commitment:</u></b> <ul style="list-style-type: none"><li>• Average 8-12 hours per month, including attending PTFA meetings.</li></ul>	



<b>Role Title</b>	Treasurer
<b>Additional Function</b>	Officer, Trustee
<b><u>Main Purpose of Job Role</u></b> To manage and control PTFA funds according to the wishes of the committee	
<b><u>Typical responsibilities:</u></b> <ul style="list-style-type: none"><li>• Reporting finances at PTFA meetings in a clear, concise way that all members can understand</li><li>• Preparing a financial report for the AGM</li><li>• Maintaining up-to-date records of all the PTFA's financial activity</li><li>• Organising floats for fundraising events</li><li>• Ensuring money is kept safely before and during events, and banking takings afterwards</li><li>• Reporting income and expenditure information after events</li><li>• Managing Gift Aid claims</li><li>• Completing the Charity Commission annual return (if registered) and getting accounts audited where necessary</li><li>• Managing finances on a day-to-day basis, including making payments, completing banking transactions and issuing bills and receipts</li><li>• Ensuring PTFA bank cards and cheque books are safely stored</li><li>• Implementing procedures for making approved payments and claiming expenses and ensuring they're followed by all members</li></ul>	
<b><u>Skills required:</u></b> <ul style="list-style-type: none"><li>• Financial experience or an accountancy background preferable</li><li>• Organised with an eye for detail</li><li>• Calm, approachable and a team player</li></ul>	
<b><u>Time commitment:</u></b> <ul style="list-style-type: none"><li>• Average 8-12 hours per month, including attending PTFA meetings.</li></ul>	



<b>Role Title</b>	Secretary
<b>Additional Function</b>	Officer, Trustee
<b><u>Main Purpose of Job Role</u></b> To ensure the PTFA runs smoothly and efficiently through the preparation and organisation of the committee's paperwork and communications	
<b><u>Typical responsibilities:</u></b> <ul style="list-style-type: none"><li>• Working with the Chair to prepare for and run meetings</li><li>• Circulating the agenda and reports before meetings and identifying outstanding items from previous meetings</li><li>• Helping the chair in planning the AGM and preparing the annual report</li><li>• Managing all correspondence received by the PTFA</li><li>• Taking minutes during PTFA meetings, typing them up and distributing them to committee members once approved by the chair</li><li>• Maintaining the PTFA's records, including minutes, member contact details and legal documents</li><li>• Ensuring there are enough committee numbers present at meetings to make up the quorum</li><li>• Looking for and applying for grants to support fundraising activities</li></ul>	
<b><u>Skills required:</u></b> <ul style="list-style-type: none"><li>• Motivated</li><li>• Strong communicator</li><li>• Fast and accurate note-taker</li></ul>	
<b><u>Time commitment:</u></b> <ul style="list-style-type: none"><li>• 4-6 hours per month, busiest following each PFTA meeting</li></ul>	



<b>Role Title</b>	Communications Secretary
<b>Additional Function</b>	Officer, Trustee
<b><u>Main Purpose of Job Role</u></b> To support the Secretary by taking on the PTFA's communications.	
<b><u>Typical responsibilities:</u></b> <ul style="list-style-type: none"><li>• Encourage participation and enthusiasm for the events organized by the PTFA</li><li>• Manage the PTFA's online accounts (including Facebook and Twitter, plus emails, newsletters and noticeboards)</li><li>• To publicise PTFA events and activities – using the PTFA's events page and also creating posters, leaflets, newsletters etc.</li><li>• Liaise with the School where necessary to ensure communications are joined up and cohesive</li><li>• Liaise with wider community to improve communications and awareness of the School within the local area</li></ul>	
<b><u>Skills required:</u></b> <ul style="list-style-type: none"><li>• Friendly</li><li>• Creative</li><li>• Good writing / copy-editing skills</li></ul>	
<b><u>Time commitment:</u></b> <ul style="list-style-type: none"><li>• 4-6 hours per month</li></ul>	



<b>Role Title</b>	Ordinary Committee Member
<b>Additional Function</b>	Trustee
<b><u>Main Purpose of Job Role</u></b>	
To work with the other members of the committee to reach a consensus about the work of the PTFA.	
<b><u>Typical responsibilities:</u></b>	
<ul style="list-style-type: none"><li>• Regularly attending PTFA meetings</li><li>• Getting involved in planning, owning and running events</li><li>• Encouraging participation and enthusiasm for the events organized by the PTFA</li><li>• Ensuring the PTFA complies with its constitution</li><li>• Ensuring the PTFA makes efficient use of resources, in particular that all monies are applied to its objects, agreed plans and budgets</li><li>• Being accountable to members and other stakeholders</li><li>• Understand the financial position of the PTFA</li><li>• Ensuring the PTFA 's finances are properly managed</li><li>• Contributing to fundraising strategies</li></ul>	
<b><u>Skills required:</u></b>	
<ul style="list-style-type: none"><li>• Good communication and interpersonal skills</li><li>• Impartiality and fairness</li><li>• Good time-keeping</li></ul>	
<b><u>Time commitment:</u></b>	
<ul style="list-style-type: none"><li>• 3-6 hours per month</li></ul>	



<b>Role Title</b>	Class Representative
<b>Additional Function</b>	N/A
<b><u>Main Purpose of Job Role</u></b> To assist with ad hoc programmes, events and activities organized by the PTFA	
<b><u>Typical responsibilities:</u></b> <ul style="list-style-type: none"><li>• Pass on information from the PTFA to other parents in their child's class, collate the results of any surveys, and encourage parents to support the PTFA</li><li>• Attend the AGM and PTFA committee meetings if possible; digest minutes from meetings if unable to attend in person</li><li>• Run a class Facebook page and/or WhatsApp group where class parents can communicate and share ideas</li><li>• Liaise between the staff and the PTFA:<ul style="list-style-type: none"><li>○ share information from PTFA meetings with staff</li><li>○ bring any staff concerns, wants and needs to the PTFA committee for further discussion</li></ul></li><li>• Seek feedback from parents on PTFA events or funding requests and pass it on to the committee</li></ul>	
<b><u>Skills required:</u></b> <ul style="list-style-type: none"><li>• Good communication and interpersonal skills</li><li>• Friendly approach and demeanour</li></ul>	
<b><u>Time commitment:</u></b> <ul style="list-style-type: none"><li>• 2-3 hours per month</li></ul>	