

Roles and Responsibilities of the PTA

PTA Committee Officers

Chair

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. The Chair should ensure that PTA business is conducted in an open and transparent way and that all relevant documents are posted on the PTA website.

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.

The Chair should remain impartial at all times and make sure that the Committee's decisions are not hindered in any way.

The Chair should work closely with the Vice Chair, 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.
- Set the Agenda for Meetings.
- Call the Meeting to order when it is time.
- Welcome and involve new Members.
- Ask for apologies for absence.
- 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.
- Close the Meeting.
- Write the Annual Report in cooperation with the Secretary.
- Sign cheques for the PTA with one other Committee Member.

Vice Chair

The Vice Chair supports the Chair in providing leadership for the Committee, helps set the Agenda for the meetings and helps manage meetings in line with the Agenda. The Vice Chair deputises for the Chair when necessary and is in a good position to make suggestions, often privately on approaches to organisation and operation of the PTA.

The Vice Chair supports the Chair in all aspects of their role and ensures 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.

Key responsibilities:

- Support the Chair in providing leadership.
- Chair any meetings that the Chair is unable to attend.
- Liaise with the Committee and Sub-Committees organising events.
- Prepare Meeting Agendas in consultation with the Chair.
- Make suggestions on strategy and policy.
- Welcome and involve other parents into the PTA.
- Prepare, with the Chair, the Annual Report for the AGM.

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, the Secretary will help make sure that correspondence, sent to the School, is passed onto the PTA promptly. With the agreement of the Head Teacher, the PTA Secretary can usually arrange to leave PTA notices with the School Secretary for distribution with School mailings to parents, or for distribution via ParentMail.

As well as dealing with correspondence, following a Committee Meeting, the Secretary will need to make bookings and other arrangements for events and confirm arrangements made by telephone in writing (by letter or e-mail). The Secretary will make arrangements for the Annual General Meeting (AGM) and help the Chair prepare the Annual Report. 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.
- Make Meeting and 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.
- Write the Annual Report with the Chair.
- Preparation and distribution of newsletters and other communications to parents.
- Preparation of publicity flyers, posters, tickets, *etc.* for events.

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, *i.e.* 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 and 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 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.

Ordinary Members

Parents and Carers of children at the School are automatically Ordinary Members of the PTA. The PTA Committee informs them of the events and projects that are due to take place. The Ordinary Members participate in, and benefit from, the events run by the Committee. They may attend PTA Meetings, but they cannot vote on decisions made by the Committee.

Class Reps

Class Reps ensure good communication with the parents and teachers of their class. They organise social events for the parents and carers of their class. They may run small projects for the school, organise stalls and helpers for Summer and Christmas Fairs and help out where they can with PTA events. They also liaise with the Class teacher to organise the Cake Sale for their Year group. Fifty per cent of the proceeds from the Cake Sale go direct to the Year Group for School trips and other additional expenditure.

Key responsibilities include:

- Maintain a class list, email distribution group and text message group where possible (this should be renewed each year in line the Data Protection Act rather than carried forward).
- Forward PTA newsletters and other emails to their class.
- Provide feedback and ideas from class to the PTA Committee.
- Welcome new parents to the School.
- Liaise with class teacher for any specific help required from PTA.
- Arrange social events for their class.
- Organise the Year Group Cake Sale.
- Help out at and recruit volunteers for PTA events.