

PARKGATE PRIMARY SCHOOL PTA

Committee roles and descriptions

Job Description: PTA Chair

Job Purpose

To ensure that the business of the PTA is conducted in accordance with the wishes of the representatives of the PTA, to uphold the constitution of the PTA, and prepare and submit statutory reports to Regulatory Bodies.

Main duties:

- To 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.
- To ensure that PTA business is conducted in an open and transparent way and that all relevant documents are posted on the PTA website.
- To make sure that PTA meeting agendas and minutes are completed and distributed in a timely manner.
- To support and authorise the work of PTA elected officials.
- To prepare the PTA annual report for the Annual General Meeting.
- To oversee the formation of sub-committees for fundraising events and make sure they prepare accordingly for their events and receive the required support to hold a successful event.
- Welcome and involve other parents into the PTA.
- To correspond with sponsors, the PTA and the Headteacher when specific actions relating to PTA business are required.
- To ensure Risk Assessments, Insurance and Licences are conducted and held where appropriate.

Job Description: PTA Vice Chair

Job Purpose

To support the chair in all aspects of their role, to ensure 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.

Main duties:

- To chair any meetings that the Chair is unable to attend and be involved in, or liaise with the committee and subcommittees organising events.
 - To draw up annual PTA programme in consultation with the Chair.
 - To prepare meeting agenda items by consulting with the PTA Chair.
 - To lead parent and wider school community engagement in PTA (class representatives, use of local contacts and skills).
 - To prepare with the Chair the PTA annual report for the Annual General Meeting.
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Job Description: PTA Secretary

Job Purpose

Ensure effective communication links between committee members and between the PTA and the school.

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.

- To ensure that PTA meetings are publicised in advance of the meeting.
 - To make sure that PTA meeting agendas and minutes are completed and distributed in a timely manner
 - To take minutes at PTA meetings and the Annual General Meeting.
 - To communicate to all parents, wider school and community about meetings, news and events via School Gateway, flyers, posters, newsletters and website.
 - To plan and develop PTA newsletter
 - To develop and manage the PTA website, ensuring it is up-to-date.
 - To 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.
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Job Description: PTA Treasurer

Job Purpose

To maintain up-to-date records of all PTA financial transactions. Manage and control the funds the PTA raises.

Main duties:

- Day-to-day management of accounts, including issuing receipts and cheques on behalf of the PTA and making payments.
 - To prepare and update financial ledgers on a regular basis.
 - To organise floats for fundraising events, collect and reconcile monies raised at these events and report totals raised to the appropriate stakeholders.
 - To prepare and report financial statements at PTA Meetings.
 - To prepare a concise Financial Report for the Annual General Meeting.
 - To ensure accounts are kept in line with Charity Commission guidelines
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