

Roles and Responsibilities of PTFA

Chair and Vice

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

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

Key responsibilities:

- provide leadership
- sign the approved minutes of the last meeting
- set the agenda for meetings
- get to know members of the committee
- call the meeting to order when it is time
- agree a date for the next meeting
- welcome and involve new members
- close the meeting
- ask for apologies for absence
- write the annual report in cooperation with the Secretary
- follow the agenda and manage the meeting
- sign cheques for the PTFA with one other committee member

Secretary

The Secretary is a key committee member as they are responsible for ensuring effective communication links between committee members and between the PTFA and the school. The Secretary deals with all the correspondence that the PTFA 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 PTFA promptly. With the agreement of the head teacher the PTFA Secretary can usually arrange to leave PTFA notices with the school Secretary for distribution with school mailings to parents or for distribution via Parent mail. As well as dealing with correspondence, following a committee meeting, the Secretary will need to make bookings and other arrangements for events. 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 PTFA.

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 & 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 PTFA 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 PTFA raises. Although all the committee members have equal responsibility for the control and management of PTFA 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 & 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 PTFA in ensuring good communication with the rest of the school, encouraging participation and enthusiasm for the events organised by the PTFA. They may run with small projects for the school, organise stalls and helpers for summer and Christmas fayres and help out where they can with PTFA events.

Key responsibilities include:

- provide feedback and ideas to the PTFA Committee
- welcome new parents to the school
- liaise with class teachers for any specific help required from PTFA, e.g. making costumes
- help out at and recruit volunteers for PTFA events