

St John's PTFA Committee Roles

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 will ensure that all new members feel welcome and their contributions valued. The Chair will introduce them to the other members and encourage them to play an active part in the discussions at committee meetings.

To ensure the smooth running of meetings the Chair must remain impartial and make sure that all parties have a voice and the opportunity to participate in decision-making. The Chair will work closely with the Treasurer and Secretary to ensure that the PTFA is run effectively. As an Officer of the committee, the Chair will be one of designated signatories and will sign cheques on behalf of the PTFA along with other designated signatories. Ensure that the business of the PTFA is conducted in accordance with the wishes of the representatives of the PTFA, to uphold the constitution of the PTFA, and prepare and submit statutory reports to Regulatory Bodies.

Main duties:

- Provide leadership
- Sign the approved minutes of the last meeting
- Set the agenda for meetings
- Get to know members of the committee
- Run meetings in an efficient and timely manner ensuring that everyone is able to contribute
- Agree a date for the next meeting
- Welcome and involve new members
- Write the annual report in cooperation with the Secretary
- Sign cheques for the PTFA with one other committee member
- Ensure the PTFA activity calendar is effectively communicated and roles communicated
- Agree sub-committees for fundraising such as Summer Fair, Quiz Nights and Bake Sales
- Ensure PTFA initiatives such as the library, fundraising and Easy Fundraising are resourced with volunteers and communicated to parents

Vice-Chair

The support provided by the Vice-Chair is invaluable. Deputising for the Chairperson when necessary, the Vice-Chair helps to ensure that the Committee and all of the events continue to run smoothly. As with the Chair, leadership, enthusiasm and energy are necessary qualities for this post. Support the chair in all aspects of their role, to ensure that the business of the PTFA is conducted in accordance with the wishes of the representatives of the PTFA and to uphold the constitution of the PTFA.

Main duties:

- To chair meeting in the absence of the Chair
- To draw up annual PTFA programme in consultation with the Chair
- To prepare meeting agendas by consulting with the PTFA Chair

To welcome and involve other parents into the PTFA
Lead parent and wider school community engagement in PTFA (class representatives, use of local contacts and skills).
To prepare with the Chair the PTFA annual report for the Annual General Meeting
Ensure PTFA initiatives such as the library, fundraising and Easy Fundraising

Secretary

The Secretary ensures that the PTFA runs smoothly and provides a link between Committee Members and the PTFA, and between the PTFA and the School. This requires good organisational and communication skills and being able to stick to deadlines.

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.

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.

Main duties:

- Deal with correspondence
- Arrange meetings
- Prepare and distribute agendas
- Take the minutes of meetings, type them up and distribute them
- Ensure that enough committee members are present to make the meeting quorate
- 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.

To maintain up-to-date records of all PTFA financial transactions

Main duties:

- Day-to-day management of accounts, including issuing bills and receipts on behalf of the PTFA and making payments
- To prepare and update financial ledgers on a regular basis
- To complete banking transactions on a regular basis
- Money raised at school events will be locked in the school safe after the event
- To prepare and report financial statements at PTFA Meetings
- To prepare a concise Financial Report for the Annual General Meeting

Committee Members

Committee Members work alongside the Officers.

Main duties:

Attends PTFA meetings

Gets involved in planning, owning and running events

Runs smaller projects

Encourages participation and enthusiasm for the events organized by the PTFA

Class Representatives

Being a class rep is an important and rewarding role. Class reps help build a sense of community among the class parents, and it is they who provide the link between the parents and the PTFA. Class reps are invited to attend the PTFA Committee meetings to gain a broader understanding of what the PTFA does for the school, and to lend their expertise and time if they choose. Below is a summary of what a class rep does.

Attend the PTFA Meetings. This meeting lets class reps raise any class matters/issues raised by the parents or teacher.

Liaise with the class teacher to help organize parental help in class or class trips.

Communication: Some teachers appreciate help with communication to parents.

Maintaining class lists: Keeping and circulating an up-to-date list of the parents contact details (email and mobile). It is very important to get everyone's permission to be added on the list.

Organising socials for parents such as coffee morning and parents' evening which are good fun and the most effective way of generating team spirit for your class (which makes enlisting volunteers much easier when the time comes)

Teacher's Presents: It is at the parents discretion but if you would like to pool money together to purchase Christmas and end of the year present the class rep coordinates this

Other bits and bobs: Helping out with PTFA events such as the Summer Fair, Quiz Night and Socials

We want representation across all year groups. New parents to the school will be warmly welcomed.