



Job Description: PTFA Chair

Accountable to: Parent Teacher Association

Qualities

The Chair provides leadership and needs enthusiasm, energy and, most importantly, the dedicated support of the PTFA committee, teachers and parents/carers alike. It is the Chairperson's responsibility to co-ordinate the organisation of all PTFA events and to liaise regularly with the Head teacher to ensure the PTFA is working in harmony with the school. It is an intensive role, which requires a tremendous commitment but can be an extremely rewarding experience and provide you with a lot of fun.

Job Purpose

The Chair directs the PTFA meetings, making sure, everyone's views are heard and everyone is involved in the meeting. He or she should make sure all committee members are familiar with the association's constitution, and their role and responsibilities as a committee member and trustee.

Main Duties

1. To ensure that PTFA business is conducted in an open and transparent way and that all relevant documents are posted on the PTFA website.
2. To make sure that PTFA meeting agendas and minutes are completed and distributed in a timely manner.
4. To support and authorise the work of PTFA elected officials.
5. To prepare the PTFA annual report for the Annual General Meeting.
7. 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.
8. Welcome and involve other parents/carers into the PTFA.
9. To correspond with sponsors, the PTFA and the Head teacher when specific actions relating to PTFA business are required.

10. To ensure the PTFA effectively communicates to all parents/carers, wider school and community about meetings, news and events via parentmail, flyers, posters, newsletters, Classlist, website and social media channels.
11. To work with event/project committees to publicise and encourage involvement from entire school community.
12. Liaise with the school and request a 'wish list' for the committee to agree what to fund.
13. Ensure any decisions made are clear; fit the objects of the association and by agreement of the committee as per the constitution.
14. To establish and keep up to date a list of Class Reps.
15. Making sure the association is GDPR compliant.

Job Description: PTFA Vice-Chair

Accountable to: Parent Teacher Association

Qualities

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.

Job Purpose

To 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

1. To chair any meetings that the Chair is unable to attend and be involved in, or liaise with the committee and subcommittees organising events.
2. To draw up annual PTFA programme in consultation with the Chair.
3. To prepare meeting agendas by consulting with the PTFA Chair.
4. To welcome and involve other parents into the PTFA.
5. To lead parent/carers and wider school community engagement in PTFA (class representatives, use of local contacts and skills).
6. To prepare with the Chair the PTFA annual report for the Annual General Meeting.

Job Description: PTFA Secretary

Accountable to: Parent Teacher Association

Qualities

The Secretary is responsible for ensuring that there are effective communication links between committee members and between the association and the school. The support the Secretary provides to both the Chair and entire committee is invaluable to a smooth and efficient running of the PTFA.

Job Purpose

To fulfil and perform the secretarial duties required for the smooth running of the PTFA. This is to include managing the PTFA e-mail inbox alongside the Chair and Vice Chair, arrange PTFA monthly meetings, take meeting minutes, managing the PTFA social media sites - creating and posting posts with details passed on by relevant committee members,

Main Duties

1. To ensure all arrangements are made for PTFA meetings, including sending diary invites for the meeting, circulating the agenda and previous meeting minutes for the Chair.
2. To ensure that PTFA meetings are publicised in advance of the meeting.
3. To support the Events Co-ordinator with admin, circulation of publicity for events and request/thank you letters where needed.
4. To monitor and deal with enquiries coming into the PTFA e-mail inbox with the support of the Chair and Vice Chair.
5. Liaise directly with school and the School Liaison Committee member where necessary.

Job Description: PTFA Events Co-ordinator

Accountable to: Parent Teacher Association

Qualities

The Events Co-ordinator ensures that the PTFA provides clear information about events and activities to the school and parents/carers. This requires good organisational and communication skills and being able to stick to deadlines.

Job Purpose

To fulfil and perform the secretarial duties required for the smooth running of the

promotion, organisation and recruitment of volunteers to PTFA events. Producing timely communication on all aspects of PTFA events and activities to the school and parents/carers.

Main Duties

1. With the support of the Secretary, communicate to all parents/carers, wider school and community about meetings, news and events via ParentPay, flyers, posters, newsletters and website.
2. To assist the Chair, Treasurer and sub-committees at fundraising events.
3. To make sure that the PTFA obtains and holds the correct and appropriate licences for Fundraising events e.g. licences for the bar and sale of raffle tickets.
4. To lead in sourcing raffle prizes and other donations for events and fundraising purposes.

Job Description: PTFA Treasurer

Accountable to: Parent Teacher Association

Qualities

Whilst all Committee members have equal responsibility for the control and management of the PTFA's funds, the Treasurer plays an important role in helping the Committee carry out these duties properly. A good understanding of financial issues is key, although there is no need to be a qualified accountant!

Job Purpose

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

Main Duties

1. Day-to-day management of accounts, including issuing bills and receipts on behalf of the PTFA and making payments.
2. To prepare and update financial ledgers on a regular basis.
3. To complete banking transactions on a regular basis.
4. To organise floats for fundraising events, collect and reconcile monies raised at these events and report totals raised to the appropriate stakeholders.
5. To prepare and report financial statements at PTFA Meetings.
6. To prepare a concise Financial Report for the Annual General Meeting.
7. Completes the Charity Commission annual return.
8. Manages Gift Aid (or assists the committee member responsible for managing Gift Aid).

Job Description: General Committee Member

Accountable to: Parent Teacher Association

1. General Committee Members are equally legally responsible for the control of the Association, its property and its funds as the Officer roles. They are also trustees of the Charity and can be signatories on the bank account.
2. As a General Committee Member, you have voting rights in committee meetings to make decisions on behalf of the PTFA.
3. This role is a good introduction to the committee for those who wish to be fully involved in the PTFA but maybe are just finding their feet and do not want to commit to an Officer role.
4. General Committee Members may be given extra roles to help support the Officer roles, for example managing the PTFA Facebook page, helping new parents become involved in school life or recruiting existing parents to volunteer at events, maybe as a Class Representative.
5. General Committee Members are vital to the running and success of the PTFA, they provide ideas, enthusiasm and support where needed.