

Job Description: PTA Chair

Accountable to: Parent Teacher Association

Qualities

The Chair provides leadership and needs enthusiasm, energy and, most importantly, the dedicated support of the PTA committee, teachers and parents alike. It is the Chairperson's responsibility to co-ordinate the organisation of all PTA events and to liaise regularly with the Headteacher to ensure the PTA 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

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

1. 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.
2. To ensure that PTA business is conducted in an open and transparent way and that all relevant documents are posted on the PTA website.
3. To make sure that PTA meeting agendas and minutes are completed and distributed in a timely manner.
4. To support and authorise the work of PTA elected officials.
5. To prepare the PTA 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 into the PTA.
9. To correspond with sponsors, the PTA and the Headteacher when specific actions relating to PTA business are required.
10. To communicate to all parents, wider school and community about meetings, news and events via parentmail, flyers, posters, newsletters and website.
11. To work with event/project committees to publicise and encourage involvement from entire school community including establishing merit system for pupil volunteering.
12. To establish and keep up to date volunteer database.

Job Description: PTA 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 PTA is conducted in accordance with the wishes of the representatives of the PTA and to uphold the constitution of the PTA.

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 PTA programme in consultation with the Chair.
3. To prepare meeting agendas by consulting with the PTA Chair.
4. To welcome and involve other parents into the PTA.
5. To lead parent and wider school community engagement in PTA (class representatives, use of local contacts and skills).
6. To prepare with the Chair the PTA annual report for the Annual General Meeting.

Job Description: PTA Secretary

Accountable to: Parent Teacher Association

Qualities

The Secretary ensures that the PTA runs smoothly and provides a link between Committee Members and the PTA, and between the PTA and the School. 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 PTA and to lead in producing timely communication on all aspects of PTA activity and business.

Main Duties

1. To ensure all arrangements are made for PTA meetings.
2. To ensure that PTA meetings are publicised in advance of the meeting.
3. To make sure that PTA meeting agendas and minutes are completed and distributed in a timely manner, including publishing on website.
4. To take minutes at PTA meetings and the Annual General Meeting.
5. To communicate to all parents, wider school and community about meetings, news and events via parentmail, flyers, posters, newsletters and website.
6. To plan and develop termly printed PTA newsletter and monthly e-updates
7. To develop and manage the PTA website, ensuring it is up-to-date.
8. To assist the Chair, Vice-Chair and Treasurer with specific requests which require formal written correspondence.
9. To assist the Chair, Treasurer and sub-committees at fundraising events.
10. 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.
11. To establish diary dates and keep updated and well-publicised.

Job Description: PTA Treasurer

Accountable to: Parent Teacher Association

Qualities

Whilst all Committee members have equal responsibility for the control and management of the PTA'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 PTA financial transactions

Main Duties

1. Day-to-day management of accounts, including issuing bills and receipts on behalf of the PTA 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 PTA Meetings.
6. To prepare a concise Financial Report for the Annual General Meeting.