PTFA Roles

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Role of Chair

Main purpose of the role

The Chair directs your 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, model policies if applicable and their role and responsibilities as a committee member and trustee (all committee members are automatically trustees if you are Charity registered).

Duties and key responsibilities

Prepares for meetings (with the Secretary)

Invites committee members, parents and staff

Suggests items for the agenda

Identifies outstanding items from last meeting

Prepares introductions for any new members attending

Sets the ground rules for meetings and makes sure they are inclusive and efficient

Delegates tasks to other members and volunteers, and checks they are completed

Liaises with the school and requests a 'wish list' for the committee to agree what to fund

Ensures the committee fulfils its role in respect of governance of the association as set out in the constitution, for example holding an AGM, election of committee, working with the Treasurer to ensure annual returns are completed if the PTA is Charity registered

Ensures any decisions made are clear, fit the objects of the association and by agreement of the committee as per your constitution.

The Chair cannot make decisions alone - all decisions are made by the committee as a whole.

Writes the annual report for the association (with the Secretary)

Can be a signatory on the PTA bank account (along with at least one other committee member)

Making sure the association is GDPR compliant

Key skills

Confident and assertive –able to control meetings and call to order when necessary, making sure everyone has an opportunity to speak.

Ability to remain impartial – make sure contributions are brief and ensure everyone's views are respected.

Calm, friendly and approachable – as the main point of contact for the PTA for the school and parents the Chair must be inclusive and make sure everyone feels welcome.

Organised and able to delegate – most PTAs have lots of activities going on and the Chair should make sure the workload is shared and tasks are completed as agreed.

Role of Secetary

Main purpose of the role

The Secretary supports the Chair to build effective communication links between the school and the association and maintains accurate records (see below).

Duties and key responsibilities

Prepares for meetings (with the Chair)

Takes minutes at meetings, recording attendance, action points, decisions and proposals

Circulates approved minutes, along with a reminder of any actions agreed

Maintains association records

Making sure that the association is GDPR compliant

Updates trustee details with Charity Commission (as appropriate)

Assists the Chair writing the annual report for the association

May be a signatory on the PTA bank account (along with at least one other committee member)

Handles written and email correspondence received for the association

Key skills

Organised and efficient – keeps accurate records in a format that can easily be handed over to successor.

Good listener – able to identify key discussion points, actions and agreements at meetings to accurately record in minutes.

Calm, friendly and approachable –able to communicate confidently with the school and committee.

Role of Treasurer

Main purpose of the role

The Treasurer ensures accurate financial records are kept and best practice procedures are followed for counting money, banking and making payments. He or she should keep the committee updated with regular reports, and ensure end of year reports are completed for the association's AGM and (if applicable) the Charity Commission annual return.

If you have co-treasurers they are both equally responsible for carrying out the role. If you have a vice treasurer they deputise for the treasurer and carry out the role if the treasurer is absent or steps down from their position.

Duties and key responsibilities

Keeps up to date and accurate financial records.

Presents financial updates at each committee meeting.

Manages the PTA bank account and holds the association cheque book.

Arranges changes of signatories on the association bank account.

Manages different payment platforms such as Bopp

Ensures all bank cards, cheque books and paying books are accounted for and obtained from any individual leaving the PTA.

Ensures best practice procedures for counting and banking money after events are in place and followed.

Makes approved payments.

Ensures procedures for making approved payments and claiming approved expenses are followed by all committee members.

Prepares annual treasurers report for AGM and arranges an independent examination of the association accounts.

Completes the Charity Commission annual return.

Manages Gift Aid (or assists the committee member responsible for managing Gift Aid).

Ensure you have read a copy of your associations Insurance Policy Summary, detailing cash cover and adhere to any guidelines.

Good Financial Governance Practices

Review financial statements every month.

Financial Position reporting is a standing monthly agenda item.

More than one person can access bank statements online.

If you have online banking or have opted out of receiving paper statements, consider getting paper statements reinstated from the bank to feature in monthly update.

Fully review financial position at least quarterly .

Check all expenses and receipts tally to Balance Sheet / Accounting software.

Adopt an acceptable, universally agreed financial thresholds (see suggested matrix below).

Ensure proper financial reporting routines are observed and understood by all members.

Important: Charity law requires all charity trustees to prepare annual accounts for their charity.

These accounts are subject to an independent review.

Suggested Financial Practice Matrix

Threshold PTA Action

Under £10 Receipts required and retained for future use / inspections

£10 - £50 Bank Mandate rules apply - 2 from Bank Account Mandate signatories to sign, receipts and invoices retained for review

Over £50 Bank Mandate rules apply - 2 from Bank Account Mandate signatories to sign; receipts and invoices retained for review, all items above £100 reviewed and evidenced on statements; recorded at monthly meetings for visibility

Key skills

Basic understanding of book keeping – able to maintain accurate records of income and expenditure.

Organised with an eye for detail – big events involve counting a lot of small change. The Treasurer leads the 'money' team, making up floats and collecting money from various stalls.

Calm, approachable and a team player – it's a busy role. The Treasurer must be able to remain calm during busy times, and ensure he or she does not work in isolation by communicating regularly with the rest of the committee.

Role of Volunteer

Volunteers

We welcome any help from parents, teachers and friends, and have a growing list of volunteers who commit some of their time to helping the association. Every little helps, so just one hour of assisting at event or wrapping lucky dip prizes or folding raffle tickets (just a few examples) would be invaluable. If you would like to join us please speak to a committee member, come along to our next meeting or email us – office@aylward.harrow.sch.uk

Role of Class Representatives

Class Representatives

Our class reps play a very important role, providing a link between individual classes and parents, and the PTA committee. The support from class reps is vital when it comes to organising our main events, from selling tickets to organising rotas of help. We really could not manage without them.