

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, and their role and responsibilities as a committee member and trustee (all committee members are automatically trustees of the association).

Duties and key responsibilities

- Prepares for meetings (with the Secretary)
- 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 commission registered
- Ensures any decisions made are clear, fit the objects of the constitution, and by agreement of the committee
- 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 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.

SECRETARY

As one of the three key committee roles, it's best practice to have the role of Secretary filled. If you are finding it hard to recruit, you could consider splitting the duties between two committee members.

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.

TREASURER

Although all committee members have equal responsibility for the control and management of PTA funds, the treasurer has an important role, making sure these duties are carried out properly.

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.

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.
- 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).

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.
- Consider getting paper statements reinstated from 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 .

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.

OTHER COMMITTEE MEMBER: VICE CHAIR/PROMOTIONS OFFICERS

All committee members are elected by the members of the association at the AGM and hold their position for one year until the next AGM. They must be members of the Association, whether it be a PTA, PSA, PTFA or Friend Association, to be nominated and elected for the role.

The committee is made up of Officers and Ordinary committee members. The Officer roles are usually the Chair, Treasurer and Secretary. All other members elected to the committee are Ordinary Committee members, whether they have titles will be down to the committee to decide.

The Ordinary committee members are equally responsible for the control of the Association, its property and its funds as the Officer roles. They are also trustees of the Charity, if your Association is a registered charity and can be signatories on the bank account.

As a committee member they have voting rights in committee meetings to make decisions on behalf of the Association.

This role is a good introduction to the committee for those who wish to be fully involved in the Association but maybe are just finding their feet and don't want to commit to an Officer role.

Ordinary committee members could be given extra roles to help support the Officer roles, for example managing the Association Facebook page – a Social Media Co-Ordinator, helping new parents become involved in school life or recruiting existing parents to volunteer at events, maybe as a Class Representative. At RPCPS, our Ordinary Committee Member roles are Vice-Chair and Promotions Officer.

Sub-Committees are often used to organise key events such as the Summer Fair, Ladies Pamper Evening or Christmas Gift Sale and these could be managed by Ordinary Committee members reporting back to the Officer Committee members.