



## **Roles and Responsibilities of the PTA**

**The PTA is a body for the education and wellbeing of the pupils of the school. Its function is to provide and assist in the provision of facilities for education at the school.**

**The PTA does not involve itself in matters of education which are the sole responsibility of the Headteacher, Teaching Staff and School Governors.**

### **Chair**

The Chair should work closely with the Vice Chair, Treasurer and Secretary to ensure that the PTA is run effectively. The main role of the Chair is to lead half termly meetings and oversee the running of the annual fundraising events.

#### **Key responsibilities:**

- Provide leadership.
- Set the Agenda for meetings and run the meeting (at school every half term).
- Deal with correspondence.
- Welcome and involve new members.
- Write regular newsletters in cooperation with the Secretary.
- Sign cheques for the PTA with one other Committee Member.

### **Vice Chair**

The Vice Chair supports the Chair in providing leadership for the Committee, helps set the Agenda for the meetings and helps manage meetings in line with the Agenda. The Vice Chair deputises for the Chair when necessary and assists in the organisation and operation of the PTA.

#### **Key responsibilities:**

- Send emails to the Committee to confirm date of next meeting
- Prepare Agendas along with the Chair.
- Support the Chair in providing leadership.
- Chair any meetings that the Chair is unable to attend.
- Prepare flyers, posters, tickets, etc. for events and distribute to Class Reps as necessary.
- Prepare Meeting Agendas in consultation with the Chair.
- Welcome and involve other parents into the PTA.

### **Secretary**

The Secretary is a key Committee Member as they are responsible for ensuring effective communication links between Committee Members and between the PTA and the School. The Secretary deals with correspondence that the PTA receives and helps the Chair ensure that Committee Meetings run smoothly. Building up a good relationship with the School, the Secretary will help make sure that correspondence, sent to the School, is passed onto the PTA promptly. The

Secretary can arrange to leave PTA notices with the School office for distribution with School mailings / texts to parents.

**Key responsibilities:**

- Deal with correspondence, alongside Chair.
- Write up the Minutes of Meetings.
- Distribute Minutes to all the Committee.
- Liaise with the school office to prepare and distribute newsletters and other communications to parents.

**Treasurer**

A key role for all Committee Members is to manage and control the funds the PTA raises. Although all the Committee Members have equal responsibility for the control and management of PTA funds the Treasurer plays an important part in helping the committee carry out these duties properly.

**Key responsibilities:**

- Day-to-day management of accounts, including issuing bills and receipts on behalf of the PTA and making payments.
- To prepare and update financial ledgers on a regular basis.
- To complete banking transactions on a regular basis.
- To organise floats for fundraising events, collect and reconcile monies raised at these events and report totals raised to the appropriate stakeholders. Money raised at school events will be locked in the school safe after the event.
- To prepare and report financial statements at PTA Meetings.
- To prepare a concise Financial Report for the Annual General Meeting.
- Charity registration and Gift Aid

**Events Manager and Supporter**

The Events Manager and Supporter are key members of the Committee as they will be responsible for organizing fund raising and social events that have been agreed by the PTA.

**Key responsibilities:**

- Run and supervise fund raising events, alongside the Chair.
- Liaise with the Committee and Sub-Committees organising events.
- Promote and communicate details of events with parents.

**Class Reps**

Class Reps ensure good communication with the parents and teachers of their class. They organise social events for the parents and carers of their class. They may run small projects for the school, organise stalls and helpers for Summer and Christmas Fairs and help out at PTA events. They may also liaise with the Class Teacher to organise events for their year group.

**Key responsibilities:**

- Maintain a class list, create an email and text message group where possible.
- Provide feedback and ideas from class to the PTA Committee.
- Welcome new parents to the School.
- Liaise with class teacher for any specific help required from PTA.
- Arrange social events for their class.

- Help out at and recruit volunteers for PTA events.

### **Committee Members**

Committee Members work alongside the Chair, contributing ideas, helping to organise events or running smaller projects. They also have an important role to play ensuring good communication with the rest of the School, encouraging participation and enthusiasm for the events organised by the PTA.

### **Parents & Carers – Members of the PTA**

Parents and Carers of children at the School are automatically Members of the PTA. The PTA Committee informs them of the events and projects that are due to take place. The Members participate in, and benefit from, the events run by the Committee. They may attend PTA Meetings, but they cannot vote on decisions made by the Committee. All parents and carers are encouraged to help out at the fundraising events. Information on help needed is usually provided by Class Reps or via email/text messages in the run up to events.