

## PTA VOLUNTEER ROLES

**Chair** - To lead the committee, ensuring the PTA is run in line with its constitution and according to the wishes of all its members.

Responsibilities:

- Setting dates and agendas for meetings.
- Managing meetings according to the agenda and remaining impartial while doing so.
- Ensuring meetings are held fairly and contributions from everyone are welcomed.
- Writing the annual report for the AGM.
- Delegating tasks to committee members and volunteers and ensuring these are carried out effectively.
- Being one of the designated signatories on the PTA bank account.
- Getting to know PTA members and welcoming and encouraging new volunteers.
- Drawing up the annual PTA calendar of events.
- Being the PTA's primary link to the school via the head teachers and seeking their input to the yearly fundraising focus.
- Ensuring the PTA is registered with regulatory bodies, e.g. the Charity Commission, and submitting reports where necessary.

**Vice-Chair** – To deputise for the Chair, when necessary, the Vice-Chair helps to ensure that the Committee and all of the events continue to run smoothly.

Responsibilities:

- Ensuring that the Chair manages meetings fairly and contributions from everyone are welcomed.
- Acts as the sounding board for the Chair and never hesitates in questioning the decisions of the chair, in a constructive manner.
- To chair meeting in the absence of the Chair
- To draw up annual PTA programme in consultation with the Chair.
- To focus on making all school members feel welcome and involved in the PTA.
- To lead parent and wider school community engagement in PTA.
- To prepare the PTA annual report for the Annual General Meeting in conjunction with the Chair.
- To assist in preparation of newsletters each term.

**Treasurer** - To manage and control PTA funds according to the wishes of the committee and in line with Charities Commission direction.

Responsibilities:

- Reporting finances at PTA meetings in a clear, concise way that all members can understand.
- Preparing a financial report for the AGM.
- Maintaining up-to-date records of all the PTA's financial activity.
- Organising floats for fundraising events.
- Ensuring money is kept safely before and during events, and banking takings afterwards.
- Reporting income and expenditure information after events.
- Managing Gift Aid claims.
- Complete the Charity Commission annual return
- Source a suitable independent accredited accountant and support the annual audit of the PTA accounts.
- Managing finances on a day-to-day basis, including making payments, completing banking transactions and issuing bills and receipts.
- Ensuring PTA bank cards and cheque books are safely stored.

- Implementing procedures for making approved payments and claiming expenses and ensuring they're followed by all members.

**Secretary** - To ensure the PTA runs smoothly and efficiently through the preparation and organisation of the committee's paperwork and communications.

Responsibilities:

- Working with the Chair to prepare for and run meetings.
- Circulating the agenda and reports before meetings and identifying outstanding items from previous meetings.
- Manage our profile on the Charities Commission web page. <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/4003403/governing-document>
- Helping the Chair in planning the AGM and preparing the annual report.
- Managing communication between the committee, volunteers, school and school community which may involve liaising with school admin staff.
- Managing all correspondence received by the PTA.
- Taking minutes during PTA meetings, typing them up and distributing them to committee members once approved by the chair.
- Maintaining the PTA's records, including minutes, member contact details and legal documents.
- Ensuring there are enough committee numbers present at meetings to make up the quorum.

**Events organisation** – To liaise and coordinate the activities of the PTA that raise money, engage the staff and pupils and their carers and parents.

Responsibilities:

- Run the events calendar for the committee ensuring that events appeal to a wide cohort and are appropriate to our school.
- Work with the Communications volunteer to make sure our events are known about.
- Engage with the school staff to ensure that activities have minimal impact on teaching and school resources while maximising engagement, fun, bonding and raising funds.

**Communications** – to ensure that the entire Portway family is aware of the PTA, what it does, is for and how it acts so that the maximum number of the Portway family engage in school life.

Responsibilities:

- Ensure the Web-page is up to date.
- Manage the Facebook page
- Ensure that PTA messages are distributed by the school system (Scopay).
- Ensure that all parents/carers can engage if needed.
- Manage the PTA WhatsApp group.
- Work with the Events volunteer to ensure our activities do not class with other local events.
- Where appropriate, share our events and news locally.