



## **Princess May Primary PTFA Job Descriptions**

All roles can be shared between multiple persons so feel free to stand as a group for a role. Please consider if you could take on any of these roles, or if there is something else you think you could help with, do let us know. If there is anything you would like to set up or start that isn't mentioned here it can always be added. Other than the core committee roles, all others are simply suggestions and can be filled or not as the members decide. It can be difficult for parents to make every meeting, but there are many ways that people can get involved and help from home at times that suit their lifestyles.

### **Committee structure**

The key elements of the structure of the association are the:

- **constitution (governing document)**
- **members**
- **committee**

#### **Constitution**

All associations need a constitution. This is a document which establishes the fundamental rules by which the association is governed and describes:

- the aims of the association and its powers
- its membership
- the size of the committee and how key positions are elected
- the need for an annual audit and general meeting

#### **Members**

- All parents/carers and members of staff are deemed to be automatic members of The Alexandra Primary School PTA.
- Key positions on the Committee will be elected from and by the membership of the PTA

It is important that the definition of membership is clear in your constitution. Members are not legally responsible for the actions of the association. It is the elected committee members who are legally responsible for the management of the association.

#### **Committee**

- A committee is a team of volunteers who are elected at the association's Annual General Meeting (AGM) to manage the association on behalf of the members. There are two types of committee member, Officer and Ordinary (or Other) member. Officers have specific roles such as Chair, Treasurer or Secretary. Ordinary Committee Members play a vital role working alongside and supporting the Officers. All committee members have equal voting rights, with the exception of the Chair, who has an additional casting vote, should this be needed.

#### **Additional support**

- In addition to the elected committee, it is valuable to have a list of volunteers/helpers, who are willing to support the work of the committee. It would be acceptable for such volunteers to attend committee meetings but they would not have a vote; only elected committee members (Ordinary and Officers) can vote. Being a nominated PTA volunteer can be a gentle introduction to the committee and such volunteers may well go on to being a fully elected committee member with full voting rights.

## **Chair**

### **Main purpose of the role**

The Chair directs the general meetings, making sure everyone's views are heard and everyone is involved in the meeting. They 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
- 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.
- 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,
  - Ensuring annual returns are completed and submitted to Charity Commission
  - Ensuring accurate records are kept
- Ensures any decisions made are clear, fit the objectives of the constitution, and by agreement of the committee
- Is a signatory on the PTFA bank account (along with at least one other committee member)
- Ensures the Charity Commission details are maintained and up to date.

### **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 PTFA for the school and parents the Chair must be inclusive and make sure everyone feels welcome.
- Organised and able to delegate – most PTFAs have lots of activities going on and the Chair should make sure the workload is shared and tasks are complete as agreed.

## **Treasurer**

Although all committee members have equal responsibility for the control and management of PTFA 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 submit 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 PTFA bank account and holds the association cheque book.
- Arranges changes of signatories on the association bank account.
- 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 members.
- Prepares annual treasurers report for AGM
- Arranges an independent examination of the association accounts.
- Completes the Charity Commission annual return.
- Overseeing Event Treasurers

### **Key skills**

- Basic understanding of excel chart use / 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– 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.

## **Secretary**

This is a key role of the committee and is very important to have this role filled.

### **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)
- Arranges a suitable venue
- Suggests items for the agenda
- Circulates the agenda and reports before the meeting
- Identifies outstanding items from last meeting
- Helps the Chair keep meetings on track
- 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
- Committee member contact details
- Minutes of meetings
- Updates trustee details with Charity Commission (as appropriate)
- Assists the Chair writing the annual report for the association
- May be a signatory on the PTFA bank account (along with at least one other committee member)
- 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.

## **Vice-Chair**

The support provided by the Vice-Chair is invaluable. Deputising for the Chair 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.

### **Main Purpose of the Role**

To support the chair in all aspects of their role, to ensure that the business of the PTFA is conducted in accordance with the wishes of the representatives of the PTFA and to uphold the constitution of the PTFA.

### **Duties and key responsibilities**

- To chair meeting in the absence of the Chair
- To draw up annual PTFA programme in consultation with the Chair.
- To prepare meeting agendas by consulting with the PTFA Chair.
- To welcome and involve other parents into the PTFA.
- To lead parent and wider school community engagement in PTFA (class representatives, use of local contacts and skills).
- To prepare with the Chair the PTFA annual report for the Annual General Meeting (AGM).

### **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 PTFA for the school and parents the Chair must be inclusive and make sure everyone feels welcome.
- Organised and able to delegate – most PTFAs have lots of activities going on and the Chair should make sure the workload is shared and tasks are complete as agreed.

## **Publicity/ Communications Officer**

A vital role within the PTFA is promoting and communicating work of the PTFA. The publicity officer must be an excellent communicator both in writing and in person.

### **Main Purpose of the Role**

To communicate and promote the work of the PTFA. To ensure all parents, carers, and members are kept up to date with events and activities

### **Main duties:**

- Work closely with the school office to circulate information to parents via class list and the latest news.
- Publicising PTFA events and fundraising initiatives.
- Ensuring posters are displayed around the school in good time.
- Ensuring all information on PTFA work is kept current and up to date
- Producing newsletter
- Calendar of events and contact information for PTFA officers and chairmen.

### **Key skills**

- Excellent Communication Skills
- Organised and able to delegate – working with variety of event co-ordinators, multiple events, keeping to deadlines to publish event details and newsletters

## **Events Manager**

Examples: Discos, Film Nights, Summer Fair, Winter Fair, Firework night event, Uniform resale, Jumble Sale, Running Club, Raffles, PTA-UK Main Contact, Quiz Night, Race Night, Bake Off and Catering etc.

### **Main purpose of the role**

To manage an event or group of events, sharing the workload for events across a selection of volunteers. Members may volunteer to co-ordinate a single event, or multiple events such as discos which are run multiple times per year.

### **Duties and key responsibilities**

- Recruit Event Treasurer to support the Treasurer
- Write brief summary of event for the committee and annual report
- Agree expenditure with committee / at General Meeting
- Organise all event related activities
- Recruit volunteers for event(s)
- Co-ordinate with Communications Officer
- Ensure all Risk Assessments/licences/insurances etc are in place
- Maintain Event Handbook – guide to running the event to pass on

## **Raffles and lotteries officer**

### **Main purpose of the role**

An agile PTFA role that involves reaching out to local businesses for raffle prizes, sponsorship and services. They will also coordinate selling tickets and distributing prizes. This role can also include some fundraising responsibilities, such as running a school lottery or 100 club.

- Suits outgoing people who are persuasive

## Grants/ Fundraising officer

### **Main purpose of the role**

The remit of this role is to research and apply for grants, typically for larger scale projects such as replacing play equipment. Working closely with the school and PTA committee to identify funding opportunities, the PTA grants officer applies to grant-giving trusts, local authorities and businesses for significant financial donations. Writing skills are a must, as the officer will have to complete applications and provide feedback.

You could also seek and manage donations from parents, including:

- encouraging parents to donate via ParentPay
- setting up and running JustGiving and or other crowdfunding campaigns
- seeking and managing match-funding donations from parents' employers
- setting up and administering PTA accounts on easyfundraising, Give as You Live and other passive donation mechanisms
- promoting these passive to parents.

## Class Reps

### **Main purpose of the role**

To co-ordinate events and communicate with all members of the class.

### **Duties and key responsibilities**

- To attend the PTFA meetings or nominate a deputy.
- Ensure all parents in class are invited to relevant meetings
- To pass on information to class from the committee or other co-ordinators
- To feedback to committee class ideas etc
- To recruit volunteers for events
- To promote the work of the PTFA to the class

### **Key skills**

- Friendly and approachable
- Easy to contact

## Other Possible Committee Roles

- Rattles/ lottery officer
- Fundraising Opportunity Officer e.g. grant application, shop incentives, match funding.
- Catering officer
- Recycling Coordinator
- Christmas Fair Coordinator
- Summer Fair Coordinator
- Class rep Coordinator
- Early Years Representative
- Purchasing & Stock Control
- Second-hand uniform officer

## Individual Event Teams

- We need teams of volunteers throughout the year to organise individual events.
- The organisation of these events will be fully supported by the committee members, but many events will only be able to go-ahead, if there is also a team of non-committee parent volunteers able to organise it.