

CHAIR

The Chair provides leadership for the committee sets the Agenda for meetings and manages meetings in line with agenda;

Key responsibilities:

- Provide leadership of all PTA events
- Sign the approved minutes of the last meeting
- Set the agenda for meetings in collaboration with the Headteacher
- Agree a date for the next meeting
- Welcome and involve new members
- Close the meeting
- Ask the apologies for absence
- Follow the agenda and the meeting
- Liaise with the Headteacher on all PTA events

VICE CHAIR

To provide support to the Chair.

Key responsibilities:

- Provide leadership in the absence of the Chair
- Co-approve minutes of the last meeting
- Help the Chair set the agenda for meetings in collaboration with the Head Teacher
- Follow the agenda and manage the meeting in the absence of the Chair
- Support the Chair in the organising and running of PTA events
- Liaise with the Headteacher on all PTA events in the absence of the Chair

SECRETARY

The secretary is responsible for ensuring effective communication links between committee members and between the PTA and the school

Key responsibilities:

- Deal with correspondence
- Write up the minutes of the meetings
- Prepare agendas
- Distribute minutes to all the committee
- Call meetings – giving plenty of notice
- Keep a record of attendance at meetings
- Take notes during meetings

VICE SECRETARY

Support Secretary in all above responsibilities.

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:

- Record all income, expenditure and profit from each event held
- Report on the current financial position at each committee meeting and this should be recorded in the minutes. The report should include an update on funds received and spent since the last report. If the Treasurer is unable to attend a committee meeting, a written report should be sent to the Chair at least one or two days before the meeting. All financial decisions taken should be recorded in the minutes of the meeting.
- Liaise with the bank
- Pay money into the bank account and reconciles bank statements
- Advise the bank of agreed changes to the bank mandate, i.e., those authorised to sign cheques
- Raise and sign cheques with a second committee member co-signing
- Withdraw money to provide a cash flow for events
- Ensure regular payments, for example, PTA membership, are made on time to guarantee benefits and take advantage of any discounts

VICE TREASURER

Support Treasurer in all above responsibilities.

PUBLICITY OFFICER

The Publicity Officer has a key role in communicating events details to the school staff, parents and surrounding community.

Key responsibilities:

- Liaise with the event coordinator and advertise PTA events within the school
- Ensure the school gets maximum publicity whenever possible
- Liaise with local newspapers to ensure event coverage
- Update the PTA section on the school notice board & FOAC Facebook
- Forward relevant information to the webmaster for the PTA part of the school website
- Ensure communications to parents go out on Parent Mail via School Office

NEWSLETTER EDITOR

The newsletter editor is responsible for collating material and running the production of the PTA newsletter approximately once per term.

COMMUNICATION REP

Connected to a subcommittee of year group leaders

The year rep takes centre stage as a point of contact and communicator between the PTA committee and parents in the year group.

Key Responsibilities:

- Attend PTA meetings
- Gather any items from parents unable to attend meetings to be brought up during PTA meetings. These items should be forwarded to the Chair a couple of days in advance to be included in the agenda.
- Report back to parents any relevant piece of information discussed during meetings
- Encourage parents to become involved in PTA events
- Organise, advertise and run yearly events to raise funds
- Arrange volunteering groups

VICE COMMUNICATION REP – (SUB COMMITTEE)

Support Communication Rep in all above responsibilities.

Communication Sub Committee:

Nursery AM

Nursery PM

Reception

Year 1

Year 2

Year 3

Year 4

Key responsibilities:

- Link between Communication Rep and parents
- Inform parents of FOAC Events
- Obtain volunteers for FOAC Events