**Job Description: PTA Chair**

**Qualities**

The Chair provides leadership and needs enthusiasm, energy and, most importantly, the dedicated support of the PTA committee, teachers and parents alike. It is the Chairperson’s responsibility to co-ordinate the organisation of all PTA events and to liaise regularly with the Head teacher to ensure the PTA is working in harmony with the school. It is an intensive role, which requires a tremendous commitment but can be an extremely rewarding experience and provide you with a lot of fun.

**Job Purpose**

To ensure that the business of the PTA is conducted in accordance with the wishes of the representatives of the PTA.

**Main Duties**

1. To chair PTA meetings, ensuring they are effective and that decisions taken at meetings are carried out in a manner that reflects the needs and wishes of the representatives of the PTA.
2. To ensure that PTA business is conducted in an open and transparent way
3. To ensure that PTA meeting agendas and minutes are completed and distributed in a timely manner.
4. To support and authorise the work of PTA members.
5. To prepare the PTA annual report for the Annual General Meeting.
6. To oversee the formation of sub-committees for fundraising events and make sure they prepare accordingly for their events and receive the required support.
7. To welcome and involve other parents into the PTA.
8. To communicate to all parents, wider school and community about meetings, news and events via posters, newsletters, website and Facebook.
9. To work with event/project committees to publicise and encourage involvement from entire school community.
10. To establish and keep up to date the occasional helpers contact list.

**Job Description: PTA Secretary**

**Qualities**

The Secretary ensures that the PTA runs smoothly and provides a link between the PTA, the School and the wider community. This requires good organisational and communication skills and being able to stick to deadlines.

**Job Purpose**

To fulfil and perform the secretarial duties required for the smooth running of the PTA and to lead in producing timely communication on all aspects of PTA activity and business.

**Main Duties**

1. To ensure all arrangements are made for PTA meetings.
2. To ensure that PTA meetings are publicised in advance of the meeting.
3. To make sure that PTA meeting agendas and minutes are completed and distributed in a timely manner.
4. To take minutes at PTA meetings and the Annual General Meeting.
5. Liaise with the teacher with responsibility for the school website to develop and manage the PTA page, ensuring it is up-to-date.
6. To assist the Chair and Treasurer with specific requests which require formal written correspondence.
7. To establish diary dates and keep updated and well-publicised.

**Job Description: PTA Treasurer**

**Qualities**

Whilst all Committee members have equal responsibility for the control and management of the PTA’s funds, the Treasurer plays an important role in helping the Committee carry out these duties properly. A good understanding of financial issues is important, although there is no need to be a qualified accountant!

**Job Purpose**

To maintain up-to-date records of all PTA financial transactions

**Main Duties**

1. Day-to-day management of accounts, including issuing bills and receipts on behalf of the PTA and making payments.
2. To complete banking transactions on a regular basis.
3. To organise floats for fundraising events, collect and reconcile monies raised at these events and report totals raised.
4. To prepare and report financial statements at PTA Meetings.
5. To make sure that the PTA obtains and holds the correct and appropriate licences for Fundraising events e.g. licences for the bar and sale of raffle tickets.
6. To prepare a concise Financial Report for the Annual General Meeting.