



Job Descriptions for CCHSG PTFA Officers & Committee Members

Chair

Job function: The Chair provides leadership for the Committee, sets the agenda for meetings and manages meetings in line with the agenda. The Chair will ensure that all new members feel welcome and that their contributions are valued. The Chair will work closely with the Treasurer and Secretary to ensure that the PTFA is run effectively and that the Constitution of the PTFA is upheld.

Main duties:

- Provide leadership
- To draw up annual PTFA programme of events and activities
- Oversee production and signing of the approved minutes of the last meeting
- Set the dates and agendas for meetings
- Run meetings in an efficient and timely manner ensuring that everyone is able to contribute
- Welcome and involve new members
- Write the annual report in cooperation with the Secretary
- Sign cheques for the PTFA with one other committee member
- Ensure that bookings are made and protocols followed for PTFA events within the school

Vice Chair

Job function: 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.

Main duties:

- To chair meetings in the absence of the Chair
- To work with the Chair to see the PTFA runs smoothly and communicates well
- To support the Chair with creating the annual PTFA programme of events
- 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)

Treasurer

Job function: To maintain up-to-date records of all PTFA financial transactions. Although all the Committee Members have equal responsibility for the control and management of PTFA funds the Treasurer plays an important part in helping the committee carry out these duties properly.

Main duties:

- Day-to-day management of accounts, including issuing bills and receipts on behalf of the PTFA and making payments
- Renewal of membership for Parentkind and/or any other online PTA support program(s).
- To prepare and report financial statements for PTFA Committee Meetings
- 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
- To prepare a concise Financial Report for the Annual General Meeting
- To oversee Charity registration and make claims for Gift Aid
- Signing cheques on behalf of the PTFA

Secretary

Job function: The Secretary is a key committee member as they are responsible for ensuring effective communication links between committee members and between the PTFA and the school. The Secretary deals with all the correspondence that the PTFA receives and helps the Chair ensure that committee meetings run smoothly.

Main duties:

- Deal with correspondence
- Prepare and distribute agendas for meetings
- Take the minutes of meetings, type them up and distribute them
- Ensure that enough committee members are present to make the meeting quorate
- Write the annual report with the Chair

Communications Manager

Job Function: To promote the work of the PTFA and to ensure clear communication between the PTFA, the staff and leadership team of the school and all other stakeholders.

Main duties:

- Work closely with the school to publicising PTFA events and fundraising initiatives to parents/carers, staff, governors and wider community via email, social media and e-newsletter
- Work with the Chair to produce the PTFA section for the weekly school bulletins
- Liaising with the local press to get press coverage of PTFA events, as appropriate
- Production of branding for the PTFA
- Design and distribution of posters, fliers, banners and graphics to promote PTFA events and fundraising

Committee Members

Committee Members work alongside the PTFA Officers.

Main duties:

- Attend PTFA Committee Meetings and contribute to discussions
- Get involved in planning, owning and running events
- Potentially run smaller projects, or parts of larger events with a Sub Committee
- Encourage participation and enthusiasm for the events organized by the PTFA

In 2021/22 Committee Members had specific responsibilities for recruitment, PTFA Events, second hand uniform sales and Easyfundraising. These roles may change to meet the current needs of the PTFA or in response to proposals from PTFA members.