

Job Description: PTA Chair

Job Purpose

Run the PTA according to principles agreed with parents and teachers to raise funds to support extracurricular school activities and equipment.

Main Duties

1. Arrange and chair PTA meetings.
2. Ensure the PTA is run consistently with the aims of parents and teachers and that business is conducted in a transparent manner.
3. Communicate PTA activities, meetings and decisions through the school secretary, website and Facebook site (with help from communications manager).
4. Prepare the PTA annual report for the AGM.
5. Work with event committees and volunteers to encourage involvement from the wider school community and to help to make sure events are run well.

Job Description: PTA Treasurer

Job Purpose

To maintain up-to-date records of all PTA financial transactions and complete statutory annual returns in line with the Charity Commission guidelines and regulations.

Main Duties

1. Day-to-day management of accounts, including issuing bills and receipts on behalf of the PTA and making payments.
2. Prepare and update financial ledgers on a regular basis.
3. Complete banking transactions on a regular basis.
4. Organise the kitty for fundraising events, collect and reconcile monies raised at these events and report totals raised to the appropriate stakeholders.
5. Prepare and report financial statements at PTA Meetings.
6. Prepare a concise Financial Report for the Annual General Meeting.
7. Prepare and submit financial reports for the annual Charity Commission return.
8. Make sure the PTA obtained the appropriate licenses for raffles and bars (can be the secretary).

Job Description: PTA Secretary

Job Purpose

To ensure that the PTA runs smoothly and lead on communication.

Main Duties

1. Make arrangements for PTA meetings.
2. Issues the agenda and take and distribute minutes for PTA meetings and AGM.
3. Communicate PTA events to the wider school community.
4. Keep a database of volunteers.
5. Optionally can also look for and apply for grants (or can be separate role).