



St John's PTA – Committee Roles & Job Descriptions

Chair (& Vice Chair supports)

- Liaises with the Secretary and School to plan a schedule of events (socials & fundraisers) for the year
- Liaises with staff to discover any School events that the PTA could support
- Discusses fundraising needs with the School, and ensures that these are discussed at Committee meetings (to approve funding/expenditure)
- Coordinates PTA events and fundraising projects, making sure someone is responsible for each aspect
- Ensures all of the legal requirements for events are met (e.g. risk assessments, First Aiders assigned, any licenses obtained)
- Meetings:
 - Signs the approved minutes of the last meeting
 - Sets the agenda for meetings, liaising with the Secretary
 - Chairs the meetings, ensuring the agenda is followed and that all business is covered
 - Agrees a date for the next meeting
- Works with the Comms Officer to ensure the school website is kept up to date with PTA news
- Puts initiatives in place to recruit, welcome and involve new members
- Signs cheques for the PTA with one other elected committee member
- Ensures the Committee fulfills its role in respect of governance of the association

Time commitment:

Approx 10 hours a month excluding committee meetings (about 8 per year)

Attends majority of PTA events (Vice Chair attends those the Chair cannot)

Secretary

- Prepares a schedule of meetings, events, cake stalls etc. for the year ahead, consulting the Chair and other Committee members and representatives of the School
- Maintains an up-to-date list of volunteers, including committee members, class reps, and teachers, with their contact details
- Keeps records of events, such as copies of programmes and minutes of meetings
- Prepares agendas and calls meetings (organises dates, times and venue) giving plenty of notice
- Ensures that enough committee members are present to make the meeting quorate (this number is defined in the constitution)
- Keeps a record of attendance and takes notes during meetings
- Writes up the minutes and distributes to all the committee
- Writes the annual report with the Chair
- Checks the PTA email account, and deals with PTA correspondence
- Provides reasonable administrative support to other committee members as required
- Hands over records and correspondence, and offers guidance, to successor

Time commitment:

Approximately 6 hours a month excluding committee meetings (about 8 per year)

Attends most PTA events and volunteers to help if possible.

Treasurer – The Treasurer role is ideally shared between two people as follows:

Receipts and Payments Treasurer

Responsibilities:

Events

- Issuing guidelines to event stall-holders (in terms of expenses, pricing, floats etc.)
- Providing stall-holders with floats before events
- Receiving floats/takings from stall-holders at the end of events
- Counting the cash and notifying the Accounting treasurer
- Paying-in the cash at the bank
- Reimbursing stall-holders for purchases connected with their stalls

Other

- Holding the cheque book, writing cheques and arranging co-signing
- Making payments to PTA suppliers
- Reimbursing the School for approved expenditure
- Paying-in ad-hoc cash and cheque receipts
- Arranging for new signatories to be added and old signatories to be deleted from the mandate

Monitoring and Reporting Treasurer

- Financial Recording – maintain a record of receipts and payments, and check against bank statements – frequency: monthly
- Financial Reporting – prepare financial report for AGM and Charities Commission – frequency: annually
- Statutory Filing – file the Trustees Annual Report with the Charities commission – frequency: annually
- Standing Orders – process standing orders from donors in confidence – frequency: as and when standing order forms are received
- Gift Aid – claim Gift Aid relief on standing order donations from HMRC – frequency: annually
- Liaison – maintain details held by the Charities Commission and HMRC – frequency: as and when forms are received as and when details change
- Invoicing – send invoices to advertisers in PTA event programmes – frequency: biannually

Time commitment: 8 hours per month on average

Catering manager

- Plans catering requirements according to type/size of PTA event and estimated covers (from small school disco up to large Christmas/Summer fair)
- Costs food items needed, trying to maximise PTA profits
- Sources food items needed prior to event, taking into account storage factors. Food items may range from frozen (chips etc.) to fresh (meat products, bread, veg etc.) to dry store (condiments, seasoning, crisps, tea bags etc.)
- Takes responsibility for the pricing of food items to be sold on the day; keeps pricing simple, provides clear price lists
- Recruits a team of helpers to assist with the catering production at PTA events
- Ensures that during the event, Hygiene and Food Safety guidelines are adhered to when preparing, storing, cooking, holding and serving food (refer to Food Standard Agency guidance)
- Ensures that a range of dietary needs are catered for at all events; non-veg, vegetarian or halal as a minimum. Remembers to be aware of food allergies also.
- Ensures that all catering activities are suitably risk assessed, taking appropriate steps to minimise the risks of accidents occurring

Time commitment:

Planning for major events and recruiting helpers

Most or all of the day for major events, preparing and serving food and clearing up afterwards

Attends most PTA meetings

Bar Manager

- Secures bar licence for events
- Ensures stock is kept safely and maintains up-to-date stock list
- Ensures the bar is stocked with enough suitable drinks and nibbles
- Orders drinks for all events, ensuring that the PTA pays the lowest prices to maximise profit
- Sets prices for licensed bars (and suggests donations for when an honesty bar is required)
- Manages the bar at events, having recruited a team of volunteer helpers, requesting a float, and organising glasses, bottle openers, ice etc.

Time commitment:

Mainly at events: approx six events a year 2-3 hours each plus bar set up and closing.

Attends committee meetings (about 8 per year).

Preferably present at all events, if not must appoint a fully briefed deputy.

Business Liaison

- Seeks sponsorship, gifts in kind and other contributions from businesses in the local community
- Contacts local businesses to sell advertising space (e.g. in the Summer Fair brochure)
- Works with Committee members to source prizes for our Christmas raffle

Time commitment

Most intense in the lead up to the Christmas and Summer Fairs where we are looking to secure advertisers for our brochures (c.4 hours a week during these times).

Much quieter throughout the rest of the year

Attends committee meetings where possible (about 8 per year).

Communications Officer

- Designs posters and e-flyers to advertise our events
- Distributes/displays posters, flyers, tickets and other printed promotional materials as required
- Liaises with school office regarding photocopying, printing and distribution of posters and other notices via book bags
- Keeps parents and carers updated on PTA news and fundraising efforts through the school Newsletter, the PTA section of the school website etc.
- Uses 'Classlist' to advertise events, send appeals for volunteers, deliver PTA news etc.
- Responsible for general signs at events to indicate where the restrooms, fire exits, first aid and lost children's stations are
- Undertakes to handover all files and processes regarding the role of communication officer when deciding to step down from this role

Time Commitment:

Approx 5 hours per month

Attends most events and committee meetings where possible (about 8 per year)

Class Rep

- Arranges social events for the class to make sure parents and carers get to know each other beyond the school gates. There is no need for these socials to raise funds. The main aim is to get everyone together and have a bit of fun.
- Recruits help for PTA fundraising events, such as discos and film nights
- Each class takes charge of organising and running a stall at the Christmas and Summer Fairs. This may involve asking for donations from parents, organising prizes, making sure there are enough volunteers to set up and run the stall on the day etc.
- Runs one or two Friday cake sales a year, with cakes donated by the class
- Organises collections for presents given to teachers and teaching assistants at Christmas and the end of the year:
 - These collections are totally optional. Some classes prefer to give individual gifts, some do a collection at the end of the year only – it's totally up to you and the parents in your class.

- If you do organise a class collection, please ensure they are as inclusive as possible, and do not set 'minimum donations'
- Contributes ideas, skills and assistance to PTA activities where able

Committee Requirements

The PTA must have the following Officers - Chairperson, Vice Chairperson, Secretary and Treasurer (all of whom shall be parents or guardians), together with 7 general members (who all have voting rights). The General Members shall comprise of the Head Teacher and one other teacher together with at least 5 parents and or guardians.

Nomination process

If you are interested in any of the positions please e-mail pta@stjohnsprimary.org.uk, or let us know at the AGM. In the event of more than one person being interested in a particular role the process will be to:

- Let each applicant know
- Decide on either applying for a different role/job share
- Stand for election at the AGM on September 26th

If you have any queries please get in touch via the e-mail address above.