

The Roles & Responsibilities of members of the Wraysbury Primary School PTFA

1. Overview

The Wraysbury Primary School PTFA Committee is made up of:

- **Members** - All parents and carers of children that attend Wraysbury Primary School are automatically a member of the PTFA and as such are invited to attend all meetings, the AGM and help at PTFA events.
- **Volunteer Members** - These are members of the PTFA that take a proactive role in the running of the PTFA, buyt attending meetings and helping organise and run PTFA specific events.
- **Committee Members** - These are named roles within the committee and include the role of Chair, Treasurer and Secretary. These roles are subject to a nomination process and are chosen annually based on a majority vote at the AGM.

2. Role of a Member:

- To support the PTFA by means of involving their children in events and activities as chosen
- To attend PTFA meetings as and when they can
- To offer help at PTFA events and activities as and when they can

3. Role of Volunteer Member:

This role is a good introduction to the committee for those who wish to be fully involved in the Association but maybe are just finding their feet and don't want to commit to an Officer role.

Volunteer members could also be asked to take on extra responsibilities to help support the Committee Members by managing marketing activity, running the social media account(s), recruiting existing parents to volunteer at events or maybe as a Class Representative. They may also be asked to run sub-committees throughout the year (e.g. for the Summer Fair) #

Main responsibilities include:

- To attend (optional) PTFA meetings
- To help organise and run PTFA events and activities
- To vote in committee meetings
- To fulfill all duties relating to the role of a Volunteer Member in accordance with the Wraysbury primary School PTFA Constitution

4. Role of Committee Members

4.1: Role of Chair

- Prepares, runs and directs PTFA meetings, ensuring everyone's views are heard and carry equal weighting.
 - Sends out invitations for the meetings

- Organises the agenda with the Secretary
- Identifies & discusses outstanding items from last meeting
- Prepares introductions for any new members attending
- Sets the ground rules for meetings and makes sure they are inclusive and efficient
- To ensure all Committee Members are familiar with the association's constitution, and their role and responsibilities as a Member
- Delegates tasks to other Members and Volunteers, and checks they are completed
- Liaises (and is the first point of contact) with the school & Headteacher and requests a 'wish list' for the committee to agree what to fund
- Ensures the committee fulfils its role in respect of governance of the association as set out in the constitution, for example holding an AGM, election of committee, working with the Treasurer to ensure annual returns are completed if the PTA is charity commission registered
- Ensures any decisions made are clear, fit the objects of the constitution, and by agreement of the committee
- Can be a signatory on the PTFA bank account (along with at least one other committee member)
- Has the deciding vote in all Committee Meetings, should a majority vote not be met

4.2: Role of Secretary

The Secretary supports the Chair to build effective communication links between the school and the Association and maintains accurate records.

- Prepares for meetings (with the Chair)
 - Arranges a suitable venue
 - Invites committee members, parents and staff
 - Suggests items for the agenda
 - Circulates the agenda and reports before the meeting
 - Identifies outstanding items from last meeting
 - Helps the Chair keep meetings on track
- Takes minutes at meetings, recording attendance, action points, decisions and proposals
 - Circulates approved minutes, along with a reminder of any actions agreed
- Maintains association records
 - Committee member contact details
 - Minutes of meetings
 - DBS Records
 - Annual Calendar of Events
- Updates trustee details with Charity Commission (as appropriate)
- May be a signatory on the PTA bank account (along with at least one other committee member)
- Handles written and email correspondence received for the association

4.3: Role of Treasurer

The Treasurer ensures accurate financial records are kept and best practice procedures are followed for counting money, banking and making payments. He or she should keep the committee updated with regular reports, and ensure end of year reports are completed for the association's AGM and (if applicable) the Charity Commission annual return.

- Keeps up to date and accurate financial records.
- Presents financial updates at each committee meeting.
- Manages the PTA bank account and holds the association cheque book.
- Arranges changes of signatories on the association bank account.
- Ensures all bank cards, cheque books and paying books are accounted for and obtained from any individual leaving the PTFA.
- Ensures best practice procedures for counting and banking money after events are in place and followed.
- Makes approved payments.
- Ensures procedures for making approved payments and claiming approved expenses are followed by all committee members.
- Prepares annual treasurers report for AGM and arranges an independent examination of the association accounts.
- Completes the Charity Commission annual return.
- Manages Gift Aid (or assists the committee member responsible for managing Gift Aid).

5. Key Skills of Committee Members

Chair

- Confident and assertive –able to control meetings and call to order when necessary, making sure everyone has an opportunity to speak.
- Ability to remain impartial – make sure contributions are brief and ensure everyone's views are respected.
- Calm, friendly and approachable – as the main point of contact for the PTFA for the school and parents the Chair must be inclusive and make sure everyone feels welcome.
- Organised and able to delegate – most PTFAs have lots of activities going on and the Chair should make sure the workload is shared and tasks are completed as agreed.

Secretary

- Organised and efficient – keeps accurate records in a format that can easily be handed over to successor.
- Good listener – able to identify key discussion points, actions and agreements at meetings to accurately record in minutes.
- Calm, friendly and approachable –able to communicate confidently with the school and committee

Treasurer

- **Basic understanding of book keeping** – able to maintain accurate records of income and expenditure.

- **Organised with an eye for detail** – big events involve counting a lot of small change. The Treasurer leads the ‘money’ team, making up floats and collecting money from various stalls.
- **Calm, approachable and a team player** – it’s a busy role. The Treasurer must be able to remain calm during busy times, and ensure he or she does not work in isolation by communicating regularly with the rest of the committee.

6. Additional Information

- All Members having Voting rights at Committee meetings
- All Members are equally responsible for the control of the Association, its property and its funds.