

PTA Roles and Responsibilities

Chair

Main purpose of the role:

To lead the committee, ensuring the PTA is run in line with its constitution and according to the wishes of all members.

Typical responsibilities:

Setting the dates and agenda for meetings

Managing meetings according to the agenda and remaining impartial while doing so

Ensuring meetings are held fairly and contributions from everyone are welcomed

Writing the annual report for the AGM

Delegating tasks to committee members and volunteers and ensuring these are carried out effectively

Being one of the designated signatories on the PTA bank account

Getting to know PTA members and welcoming and encouraging new volunteers

Drawing up the annual PTA calendar of events

Being the PTA's primary link to the school, which includes agreeing on a wish list with the school leadership team

Ensuring the PTA is registered with regulatory bodies, e.g. the Charity Commission, and submitting reports where necessary

Skills required:

Strong leadership

Enthusiastic

Good mediator

Vice Chair

The Vice Chair supports the Chair in their role and takes over in their absence. The role involves working closely with the Chair in their work, including running meetings, encouraging volunteer participation and organising events.

Treasurer

Main purpose of role:

To manage and control PTA funds according to the wishes of the committee.

Typical responsibilities:

Reporting finances at PTA meetings in a clear, concise way that all members can understand

Preparing a financial report for the AGM

Maintaining up-to-date records of all the PTA's financial activity

Organising floats for fundraising events

Ensuring money is kept safely before and during events, and banking takings afterwards

Reporting income and expenditure information after events

Managing Gift Aid claims

Completing the Charity Commission annual return (if registered) and getting accounts audited where necessary

Managing finances on a day-to-day basis, including making payments, completing banking transactions and issuing bills and receipts

Ensuring PTA bank cards and cheque books are safely stored

Implementing procedures for making approved payments and claiming expenses and ensuring they're followed by all members

Skills required:

Organised

Good with numbers

Confident handling money

Secretary

Main purpose of role:

To ensure the PTA runs smoothly and efficiently through the preparation and organisation of the committee's paperwork and communications.

Typical responsibilities:

Working with the Chair to prepare for and run meetings

Circulating the agenda and reports before meetings and identifying outstanding items from previous meetings

Helping the Chair in planning the AGM and preparing the annual report

Managing communication between the committee, volunteers, school and school community, including writing emails, newsletters and social media content, which may involve liaising with school admin staff

Managing all correspondence received by the PTA

Taking minutes during PTA meetings, typing them up and distributing them to committee members once approved by the Chair

Maintaining the PTA's records, including minutes, member contact details and legal documents

Ensuring there are enough committee members present at meetings to make up the quorum

Preparing the publicity for events, including flyers, posters and tickets

Skills required:

Motivated

Strong communicator

Fast and accurate note-taker

Committee Members

To support PTA activities and provide input for future events or funding ideas

Teacher Representative

Report or update at each PTA meeting

Submit any funding requests to the PTA via meetings or through the Chair

Support the PTA in their activities, including communication to the wider teaching body where appropriate