

Clyst St Mary Primary School PTFA Chair – Outline of Duties

Main purpose of the role

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

The chairs responsibilities

- Chairs and facilitates meetings in a manner that encourages everyone to contribute.
- Delegates tasks to committee members.
- Ensures decisions are implemented and funds are transferred to school in a timely manner.
- Welcomes and motivates new volunteers.
- Oversees all administration relating to the PTFA, including the PTFA bank account, insurance.
- Ensures the PTFA is registered with regulatory bodies e.g. The Charity commission and that the information is up to date and deadlines are met.
- Writes an annual report for the AGM.
- Supports the events co-ordinator with the planning and promotion of events.

Suits people who are -

- Strong leaders
- Diplomatic and fair
- Enthusiastic
- Good delegators
- Happy to speak up and challenge decisions/suggestions.

Clyst St Mary Primary School PTFA Treasurer – Outline of Duties

Main purpose of the role

The treasurer oversees the PTFA funds in line with the committees' decisions as well as charity law. They make sure upcoming events are affordable and profitable and report financial information to the rest of the team.

The Treasurers responsibilities

- Manages the day-to-day finances.
- Keeps a detailed and accurate record of the PTFA's financial activity.
- Liaise with the School Business Manager about the transfer of funds between the PTFA and School.
- Reports on the finances at meetings in a clear, and concise way
- Arranges floats for events.
- Ensures money is kept safely before and during events.
- Banks the takings from events and fundraisers as quickly as possible.
- Implements and maintains procedures for making payments and claiming expenses.
- Completes the Charity Commission financial annual return.
- Gets accounts audited where necessary.
- Prepares the financial report for the AGM.
- Supports the events co-ordinator with the planning and promotion of events.

Suits people who are –

- Confident with handling money and budgets
- Good with numbers
- Methodical and organised

Clyst St Mary Primary School PTFA Secretary– Outline of Duties

Main purpose of the role

The secretary ensures that the PTFA's activities run smoothly. They use their communication and organisational skills to arrange meetings, take minutes and keep records.

The secretary's responsibilities

- Assists the chair with planning meetings.
- Communicates with the school and committee members, including circulating the agenda before meetings.
- Takes minutes at meetings, recording the key points, decisions made and relevant action points.
- Manages communication between the committee, volunteers, school and school community.
- Ensures meetings have enough attendees to form a quorum.
- Keeps records.
- Shares information.
- Supports the events co-ordinator with the planning and promotion of events.

Suits people who are -

- Great communicators
- Accurate writers
- Helpful and motivated