



Grove Goldfinches

The Grove Primary School PTFA

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Role descriptions for PTFA committee member positions

Chair

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

Responsibilities:

- Setting the dates and agendas 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 involved in organising events to committee members and volunteers and ensuring these are carried out effectively
- Getting to know PTFA members and welcoming and encouraging new volunteers
- Drawing up the list of PTFA events over the course of the school year
- Being the PTFA's primary link to the school, which includes agreeing on events and items to fund with the school leadership team
- Ensuring the PTFA is registered with regulatory bodies, e.g. the Charity Commission, and submitting reports where necessary

Treasurer

Main purpose of role: To manage PTFA funds according to the wishes of the committee.

Responsibilities:

- Reporting finances at PTFA 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 PTFA's financial activity
- Organising floats for fundraising events
- Managing finances on a day to day basis. This may include making payments, completing banking transactions and issuing bills and receipts
- Ensuring money is kept safely before and during events, and banking takings afterwards
- Reporting income and expenditure information after events
- Completing the Charity Commission annual return (in June)
- 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

Please note that detailed financial experience is not needed for this role. You just need to be organised, good with numbers and 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.

Responsibilities:

- Taking minutes during PTA meetings, typing them up and distributing them to committee members once approved by the Chair
- Managing other day to day admin tasks as decided between the secretary and chair e.g. renewing public liability insurance, preparing publicity for events, ensuring quorum for the AGM, circulating the agenda before meetings and minutes afterwards etc.