



Tarporley Primary PTA Committee Roles

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 and getting accounts audited annually
- 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

Chair & Vice Chair

Main purpose of 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

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 numbers present at meetings to make up the quorum
- Preparing the publicity for events, including flyers, posters and tickets