**PTA Committee roles**

**CHAIR**

**Characteristics**

The Chair provides leadership for the committee sets the agenda for meetings and manages meetings in line with the agenda.

The Chair should ensure that issues are properly debated, and an agreement is reached.  Some committee members will be better at expressing themselves than others; it is important that the chair welcomes contributions from all members of the committee so that everyone feels involved.

The Chair will ensure that all new members feel welcome, and their contributions valued. The Chair will introduce them to the other members and encourage them to play an active part in the discussions at committee meetings.

To ensure the smooth running of meetings the Chair must remain impartial and make sure that all parties have a voice and the opportunity to participate in decision-making.

The Chair will work closely with the Treasurer, Secretary and Family Liaison Officer to ensure that the PTA is run effectively. As an Officer of the committee, the Chair will authorize payments.

**Job function**

To ensure that the business of the PTA is conducted in accordance with the wishes of the representatives of the PTA, to uphold the constitution of the PTA, adopted from Parentkind and prepare and submit statutory reports to Regulatory Bodies.

**Main duties:**

* Provide leadership
* Sign the approved minutes of the last meeting
* Set the agenda for meetings
* Get to know members of the committee
* Run meetings in an efficient and timely manner ensuring that everyone is able to contribute
* Agree a date for the next meeting
* Welcome and involve new members
* Write the annual report in cooperation with the Secretary/ Family Liaison Officer

**Vice-Chair**

**Characteristics**

The support provided by the Vice-Chair is invaluable. Deputising for the Chairperson, when necessary, the Vice-Chair helps to ensure that the Committee and all the events continue to run smoothly. As with the Chair, leadership, enthusiasm, and energy are necessary qualities for this post.

**Job function**  
  
To support the chair in all aspects of their role, to ensure that the business of the PTA is conducted in accordance with the wishes of the representatives of the PTA and to uphold the constitution of the PTA. 

**Main duties**:  
  
1. To chair meeting in the absence of the Chair

2. To draw up annual PTA programme in consultation with the Chair.

3. To prepare meeting agendas by consulting with the PTA Chair.

4. To welcome and involve other parents into the PTA.

5. To prepare with the Chair the PTA annual report for the Annual General Meeting.

**Family Liaison Officer (school appointed position)**

**Characteristics**

As part of their role as Percy Hedley Family Liaison Officer they ensure that the PTA runs smoothly and provides a link between PTA members and the PTA, and between the PTA and the School.

**Job function**

The Family Liaison Officer is responsible for ensuring effective communication links between committee members and between the PTA and the school.

The Family Liaison Officer deals with all the correspondence that the PTA receives and helps the Chair and secretary ensure that committee meetings run smoothly.

As well as dealing with correspondence, following a committee meeting, the Family Liaison Officer (or Secretary) will need to make bookings and other arrangements for events. Confirm arrangements made by telephone in writing (by letter or e-mail).  The Family Liaison Worker will make necessary arrangements for the Annual General Meeting (AGM) and help the Chair prepare the annual report. The Family Liaison Worker may also be involved in liaising with finance on behalf of the PTA.

**Main duties:**

* Deal with correspondence
* Arrange meetings
* Distribute agendas
* Distribute the minutes of meetings
* Ensure that enough committee members are present to make the meeting quorate
* Contribute to the annual report with the Chair
* Preparation and distribution of Newsletters and other communications to parents

**Secretary**

**Characteristics**

To work closely with the Family Liaison Officer, they ensure that the PTA runs smoothly and provides a link between PTA members and the PTA, and between the PTA and the School.

**Job function**

To work with the Family Liaison Officer to ensure effective communication links between committee members and between the PTA and the school.

The secretary supports the chair to ensure that committee meetings run smoothly.

Following a committee meeting, the secretary (or Family Liaison officer) will need to make bookings and other arrangements for events. The secretary will help the Chair prepare the annual report for the Annual general meeting.

**Main duties:**

(With the support of family liaison officer)

* Deal with correspondence
* Support with the arrangement of meetings
* Prepare and distribute agendas
* Take the minutes of meetings, type them up and distribute them
* Ensure that enough committee members are present to make the meeting quorate
* Write the annual report with the Chair
* Preparation and distribution of Newsletters and other communications to parents
* Preparation of publicity flyers, posters, tickets, etc. for events

**Treasurer**

**Characteristics**

A key role for all committee members is to manage and control the funds the PTA raises.  Although all the committee members have equal responsibility for the control and management of PTA funds the Treasurer plays an important part in helping the committee carry out these duties properly.

**Job function**

To maintain up-to-date records of all PTA financial transactions. Due to Percy Hedley being a registered charity, the PTA needs to Liaise with the foundations financial team with regards to all fiscal management.

**Main duties:**

* Day-to-day management of accounts
* To prepare and update financial ledgers on a regular basis.
* To organise floats for fundraising events, collect and reconcile monies raised at these events and report totals raised to the appropriate stakeholders.
* Money raised at school events will be locked in the school safe after the event and then (with support of Family Liaison officer) given to Percy Hedley financial team and logged accordingly.
* To prepare and report financial statements at PTA Meetings.
* To prepare a concise Financial Report for the Annual General Meeting.

**Student Liaison officer (s)**

**Characteristics**

To work with the PTA to ensure effective communication links between committee members and the school council/ students.

**Job function**

To ensure effective communication links between committee members and the school council. To represent the views and interests of the students at PTA meetings and events.

**Main duties:**

* Attend PTA meetings
* Liaise with school council and Percy Hedley students to ensure their voice and interests are represented by the PTA
* Support the attendance at some meetings by the Chair of Student Council
* Encourage participation and enthusiasm for events organised by the PTA by students

**Social Media and Events co-ordinator.**

**Characteristics**

To work with the PTA to promote it via social media and to provide guidance on Social Events.

to raise the profile of the PTA via social media

**Job function**

To provide advice, guidance, and support to the PTA on social events and social media promotion. To suggest events which are in line with school policies for students and families.

**Main duties**

* Attend PTA Meetings
* Liaise with the PTA, staff, and families to offer events which bring families together.
* To support the committee in adhering to guidance/safety regulations for events
* To liaise with, do bookings where external vendors are involved in school fayres.
* Preparation of publicity flyers, posters, tickets, etc. for events

**Co-opted positions**

**Fund-raising link.** Currently, Maria Hallett

**Chair of Student Council** To attend some meetings, determined and invited by the Student Liaison Officer. Support to be provided by this role.

**Committee Members**

Committee Members work alongside the Officers.

Main duties:

* Attends PTA meetings
* Gets involved in planning, attending, supporting, and running events
* Runs smaller projects
* Encourages participation and enthusiasm for the events organized by the PTA

We want representation across all year groups. New parents to the school will be warmly welcomed.