



St Joseph's PTFA Roles & Responsibilities

PTFA (Co-)Chair

The Chair provides leadership and governance for the PTFA committee, sets the agenda for meetings and manages meetings in line with the Agenda. This role has significant interaction with the school head (President of the PTFA committee), the Treasurer, the fundraising co-ordinator and PTFA Secretary.

- Provide leadership to the PTFA ensuring long term vision remains appropriate and that shorter-term goals are met
- Set the Agenda for meetings
- Encourage attendance at, and participation in, PTFA meetings
- Ensure committee roles and fundraising event roles are filled and tasks accomplished
- Play active role in reviewing the schools wish list of spending with the headteacher and the PTFA treasurer
- Raise Temporary Event Notices on behalf of the PTFA with the local authority
- Act as Liaison point with the charities commission and ensures that filings are made in an accurate and timely manner
- Act as primary contact point between the headteacher, school office and the PTFA for communication
- Publish notifications and updates on behalf of the PTFA on the school email system
- Act as back up signatory for the PTFA bank accounts
- Write the annual report for the PTFA in cooperation with the secretary

PTFA Secretary

The Secretary is a key Committee Member and ensures that the PTFA runs smoothly. The Secretary provides a link between Committee Members and the PTFA, and between the PTFA and the School. The Secretary deals with all the correspondence that the PTFA receives. Building up a good relationship with the school Admin Team can help with this task. With the Headteacher's agreement the PTFA Secretary can leave PTFA notices with the School Secretary for distribution with school mailings to parents and/or for distribution via email, our school app, or text

- Deal with correspondence
- Prepare Agendas
- Call meetings - giving plenty of notice
- Keep a record of attendance at meetings

- Take notes during meetings
- Write up the minutes of meetings
- Distribute minutes to all the Committee
- Make meeting & event arrangements
- Co-sign cheques as required
- Write the Annual Report with the Chair

PTFA Treasurer

One of the key roles of the Committee is to manage and control the funds the PTFA raises. All Committee members have equal responsibility for the control and management of the PTFA's funds. The Treasurer plays an important part in helping the Committee carry out these duties properly. The Treasurer should record all income and expenditure in a ledger. The ledger is an electronic system. The Treasurer should record details of the amounts received and spent and have the details available for every Committee meeting.

- Maintain the financial records
- Maintain financial plans
- Report income & expenditure at meetings
- Liaise with the bank
- Regular and other payments
- Prepare and co-sign cheques as required
- Count and bank monies
- Charity registration and Gift Aid
- Draw up the annual accounts

PTFA Class Reps

To help create a social environment where parents can meet and interact. To facilitate two-way communication between the PTFA committee and parents. To assist organisers and the PTFA committee in making PTFA events successful

- To encourage parents to get involved in PTFA events.
- To seek out and provide feedback to assist the PTFA in fulfilling their remit.
- To help arrange social events (coffee mornings/evening events) to facilitate interactions between parents.
- To develop and maintain a class contact list (or WhatsApp/Facebook group) giving due care and concern to data protection considerations and parental wishes to be used only for school activities unless expressly advised otherwise.
- To assist with fundraising events by being responsible for a nominated stall.
- To help sell tickets and encourage participation in PTFA events.
- To provide a point of liaison between the class teacher and parents.