St. John's CE School, London N11
Registered Charity No. 1076683

ABOUT THE PTFA: KEY ROLES & RESPONSIBILITIES

Chair

POSITION VACANT

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

Key responsibilities:

- provide leadership; ensuring the Committee fulfils its role
- liaising with the Secretary to set meeting agendas,
- ensure the agenda is followed and that all business is covered
- call the meeting to order
- ask for apologies for absence
- sign the approved minutes of the last meeting
- agree a date for the next meeting
- close the meeting
- write the annual report, liaising with the Secretary
- sign cheques for the PTFA
- present at AGM and New Parents meeting.

Secretary

LOUISE RYAN (Y2 & RECEPTION)
AGREED TO CONTINUE ROLE IN 2018
The Secretary is responsible for ensuring that there are effective communication links between committee members and between the association and the school.

Key responsibilities:

- deal with correspondence
- prepare agendas
- call meetings - giving plenty of notice
- keep a record of attendance at meetings
- take notes during meetings
- ensure that enough
- committee members are present to make the meeting worthwhile
- 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.

Treasurer

BEN PALLAS (Y1 & NURSERY)
AGREED TO CONTINUE ROLE IN 2018
The Treasurer is responsible for day to day admin of financial records and procedures as well as the banking and handling of money at PTFA events.

Key responsibilities:

- maintain accurate and detailed financial records
- present a financial report at each meeting
- liaise with the bank
- make approved payments
- consults with the bank regarding higher rate interest accounts
- count and bank monies
- prepare and co-sign cheques
- provide and account for cash floats
- charity registration and Gift Aid
- pay agreed expenses
- prepare annual accounts and liaise with the independent examiner of accounts
- ensure the committee has agreed appropriate procedures for the handling of financial matters.