



## ABOUT THE PTFA: KEY ROLES & RESPONSIBILITIES

### Chair

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

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

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.