



## **PTFA Vice or Co-Chair**

*The position of the vice chair to co-chair involves working closely with the chair, including running meetings, encouraging volunteer participation, organising events and of course deputising in the absence of the chair.*

### Main purpose of the role

To lead the committee, ensuring the PTFA is run in line with its constitution and according to the wishes of all members.

### The Chair's responsibilities

- Chair's and facilitates meetings in a manner that encourages everyone to contribute.
- Sets the date and agenda for meetings and keeps the discussions on track.
- Delegates tasks to committee members
- Ensures decisions are implemented
- Liaises with the school about fundraising priorities
- Welcomes and motivates new volunteers
- Is a designated signatory on the PTFA bank account
- Ensure the PTFA is registered with regulatory bodies e.g. the Charity Commission, and submits reports where necessary.

### At the AGM

- Write the annual report

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