

Armfield Academy PTFA
Vice Chair

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 of 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 PTFA is conducted in accordance with the wishes of the representatives of the PTFA and to uphold the constitution of the PTFA.

Main duties

1. To chair meeting in the absence of the Chair
2. To draw up annual PTFA programme in consultation with the Chair.
3. To prepare meeting agendas by consulting with the PTFA Chair.
4. To welcome and involve other parents into the PTFA.
5. To lead parent and wider school community engagement in PTFA (class representatives, use of local contacts and skills).
6. To prepare with the Chair the PTFA annual report for the Annual General Meeting.