

Fairfield Primary Parent Teacher Association Committee Roles

Nomination for Committee roles

Nominations may be made by any parent/teacher and seconded by another, with the consent of the nominee. Nominations can be made before the AGM in writing to the Chair (ptachair@fairfieldprimary.co.uk) or in person at the meeting.

A Chairperson (parent)

- Provides leadership for the committee, sets the agenda for and manages the meetings.
- Ensures the agenda is followed
- Call the meeting to order
- Welcome and encourage involvement of all members
- Note attendees/apologies for absence
- Formal approval of minutes of last meeting
- Closes the meeting
- Prepares annual report in conjunction with the PTA Secretary
- PTA Bank Account Signatory

Vice Chairperson – KS1 (either teacher or parent)

- Fulfils the role of Chair in their absence
- Builds relationships with parents in the KS1 area to assist in the promotion/running of events and gain feedback from the parents
- Builds relationship with the KS1 staff to identify where the PTA can assist with activities/equipment.

Vice Chairperson – KS2 (either teacher or parent)

- Fulfils the role of Chair in their absence
- Builds relationship with parents in the KS2 area to assist in the promotion/running of events and gain feedback from the parents.
- Builds a relationship with the KS2 Staff to identify where the PTA can assist with activities/equipment.

Hon. Secretary (Parent)

- Responsible for ensuring the PTA constitution is up-to-date and relevant.
- Assist the PTA chair in ensuring that the committee meeting run smoothly.
- Manages correspondence on behalf of the PTA.
- Sets up meeting a week in advance, ensuring quorancy where relevant (AGM)
- Keep record of meeting attendees/apologies for absence.

- Takes minutes (relevant info) during meetings (all financial decisions are recorded).
- Distribute minutes of meeting and make available to the school website PTA Page.
- PTA Bank Account signatory.
- Assist PTA Chair in the writing of annual report.

Hon. Treasurer (Parent)

- Facilitates the management of PTA Funds (Note: All committee members have EQUAL responsibility for the control and management of funds.)
- Maintains a record of all income and expenditure.
- Responsible for handling money at events.
- At each event a nominated representative of the PTA should assist the treasurer in the counting of the money taken.
- Reports financial position at each meeting, informing the PTA chair prior to the meeting if they cannot attend.
- Operates the bank account and liaises with the bank regarding changes to the bank.
- The treasurer is responsible for assessing whether the PTA should attain charity status and should pursue gift aid where possible.

Communication Officer

- Manages the creation of flyers, event posters and other promotional material.
- Ensures that event promotional information is consistent and updates across all media – paper, posters, text message, class dojo, school website PTA page.
- Monitors communication from all areas of the PTA community to ensure that a consistent message is distributed.
- Monitors the PTA email address.

Bid Writer

- Identify any suitable grants/funding available to assist in agreed school projects that need financial help from the PTA
- Complete any paperwork in relation to the grant/funding identified
- Feedback progress to the PTA at monthly meetings – either in person or direct to the Chair prior to the meeting