

Available Roles

Treasurer

What's the main purpose of the role?

To ensure accurate financial records are kept and that best practice procedures are followed when counting money, making payments and banking. The Treasurer should keep your committee updated with regular reports and ensure the end-of-year report is completed for the AGM. They will also be required to coordinate the Charity Commission's annual return.

And the responsibilities?

Keeping accurate and up-to-date financial records

Presenting financial updates at each committee meeting

Managing the PTFA bank account and holding the association cheque book/debit card

Monitoring and managing online payment platforms

Preparing floats

Ensuring best practice procedures are followed for counting and banking money, making payments and claiming expenses by all committee members

Making any approved payments on the committee's behalf

Preparing the annual Treasurer's report for the AGM and facilitating the regular independent examination of the association's accounts

Completing the relevant Charity Commission's annual return

What qualities does a good Treasurer usually have?

Knowledge of finances

Organised

Attentive to detail

Able to meet deadlines

A good understanding of spreadsheets or accountancy software

This is a trustee position, which means it must be filled or the PTFA cannot continue.

Communications Officer

What's the main purpose of the role?

To promote and inform people about the work of the PTFA.

And the responsibilities?

Producing posts, posters and messages to promote the work of the PTFA

Working with the class reps to circulate information to parents

Updating Facebook with the PTFA's efforts and achievements

Updating the PTFA banner to ensure all information is kept current and up to date.

What qualities does a communications officer usually have?

Excellent communicator both in writing and in person.

Organised

Attentive to details

Able to meet deadlines

Knowledge of creative software to make visually appealing materials

This is not a trustee position but is hugely important to the efficient running of the PTFA. It is able to be shared if necessary.