**Duties and responsibilities of the PTA Chair**

* Prepares for meetings (with the Secretary)
* Invites committee members, parents, and staff to PTA committee meetings
* Suggests items for the agenda
* Identifies outstanding items from the last meeting
* Prepares introductions for any new committee members attending
* Sets the ground rules for meetings, and makes sure they are inclusive and efficient
* Delegates tasks to other committee members and volunteers, and checks they’re completed
* Liaises with the school, and requests a​‘wish list’ for the PTA committee to use when deciding which projects to fund
* Ensures the committee fulfils its role in respect of the governance of the association as set out in its constitution – for example, holding an AGM, electing committee members, working with the Treasurer to ensure annual returns are completed if the PTA is registered as a charity
* Ensures any decisions made are clear, fit the objectives of the association, and are made by agreement of the committee as per your PTA’s constitution
* The PTA Chair cannot make decisions alone: all decisions must be made by the whole PTA committee
* Writes the annual report for the association (with the Secretary)
* Writes the Chair’s report for the AGM
* Can be a signatory on the PTA bank account (along with at least one other committee member)
* Makes sure the association is GDPR-compliant

**Key skills**

* Confident and assertive – able to control meetings and call them to order when necessary, making sure everyone has an opportunity to speak
* Able to remain impartial – ensures contributions are brief and that everyone’s views are respected
* Calm, friendly and approachable – as the main point of contact for the PTA for all members, the PTA Chair must be inclusive, and make sure everyone feels welcome
* Organised and able to delegate – most PTAs organise a lot of activities. The PTA Chair should make sure the workload is shared and that tasks are completed as agreed

**Duties and responsibilities of the PTA Treasurer**

* Keeps accurate, up-to-date financial records
* Presents financial updates at each committee meeting
* Manages the PTA bank account, and holds the association cheque book
* Arranges changes of signatories on the association bank account
* Manages different payment platforms such as BOPP
* Ensures all bank cards, cheque books, and paying-in books are accounted for and obtained from any individual leaving the PTA
* Ensures best practice procedures are followed for counting and banking money after events
* Makes approved payments
* Ensures procedures for making approved payments and claiming approved expenses are followed by all committee members
* Prepares the annual Treasurer’s report for your AGM and arranges an independent examination of the association’s accounts
* Completes the relevant Charity Commission’s annual return if your PTA is registered as a charity
* Manages Gift Aid (or assists the committee member responsible for managing Gift Aid)
* Ensures committee members have read a copy of your association’s insurance policy summary, which should detail cash cover, and that they adhere to any guidelines contained in the document

**Key skills**

* Basic understanding of bookkeeping – able to maintain accurate records of income and expenditure
* Organised with an eye for detail– big events involve counting a lot of small change. The Treasurer leads the​‘money’ team, making up floats, and collecting money from various stalls
* Calm, approachable, and a team player– able to remain calm during busy times. Ensure they don’t work in isolation by communicating regularly with the rest of the committee.

**Duties and responsibilities of the PTA Secretary**

* Prepares for meetings (with the PTA Chair)
* Takes minutes at meetings, recording attendance, action points, decisions, and proposals
* Circulates approved minutes, along with a reminder of any actions agreed
* Maintains association records
* Makes sure the association is GDPR-compliant
* Updates trustee details with relevant charity commission (as appropriate)
* May be a signatory on the PTA bank account (along with at least one other committee member)
* Handles the association’s correspondence

**Key skills**

* Organised and efficient – keeps accurate records in a format that can easily be handed over to a successor
* Good listener – able to identify key discussion points, actions, and agreements at meetings to accurately record in minutes
* Calm, friendly, and approachable – able to communicate confidently with the school and the committee members