

PTA Chair

Purpose:

The Chair provides leadership and governance for the PTA committee, sets the agenda for meetings and manages meetings in line with the Agenda.

This role has significant interaction with the school head (President of the PTA committee), the Treasurer, the fundraising co-ordinator and PTA Secretary.

Duties:

- Provide leadership to the PTA ensuring long term vision remains appropriate and that shorter term goals are met.
- Set the Agenda for meetings
- Encourage attendance at, and participation in, PTA meetings
- Ensure committee roles and fundraising event roles are filled and tasks accomplished
- Play active role in reviewing the schools wish list of spending with the headteacher and the PTA treasurer.
- Raise Temporary Event Notices on behalf of the PTA with the local authority
- Act as Liaison point with the charities commission and ensures that filings are made in an accurate and timely manner.
- Act as primary contact point between the headteacher, school office and the PTA for communication.
- Publish notifications and updates on behalf of the PTA on the school email system.
- Act as back up signatory for the PTA bank accounts.
- Write the annual report for the PTA in cooperation with the secretary.
- Ensure PTA loan items are checked regularly and that a diary of loans is kept.

PTA Vice Chair

Purpose:

The vice chair provides support to the PTA chair in their initial year in post and after the initial year moves to the position of PTA Chair. Any individual therefore taking on the role of Vice-chair would be expected, in normal circumstances, to commit to two years on the PTA committee.

In addition to providing a backup for meetings where the chair is unable to be present it is envisaged that the role of vice chair would formally take on a number of liaison roles to reduce the workload of the chair. These would be agreed in advance between the chair and vice chair in the initial appointment.

PTA Secretary

Purpose:

The Secretary is a key Committee Member and ensures that the PTA runs smoothly. The Secretary provides a link between Committee Members and the PTA, and between the PTA and the School.

The Secretary deals with all the correspondence that the PTA receives. Building up a good relationship with the school Admin Team can help with this task. With the Headteacher's agreement the PTA Secretary can leave PTA notices with the School Secretary for distribution with school mailings to parents and/or for distribution via "e.mail".

Duties:

- Deal with correspondence
- Prepare Agendas
- Call meetings - giving plenty of notice
- Keep a record of attendance at meetings
- Take notes during meetings
- Write up the minutes of meetings
- Distribute minutes to all the Committee
- Make meeting & event arrangements
- Co-sign cheques as required
- Write the Annual Report with the Chair

PTA Treasurer

Purpose:

One of the key roles of the Committee is to manage and control the funds the PTA raises. All Committee members have equal responsibility for the control and management of the PTA's funds. The Treasurer plays an important part in helping the Committee carry out these duties properly.

The Treasurer should record all income and expenditure in a ledger. The ledger is an electronic system. The Treasurer should record details of the amounts received and spent and have the details available for every Committee meeting.

Duties:

- Maintain the financial records
- Maintain financial plans
- Report income & expenditure at meetings
- Liaise with the bank
- Regular and other payments
- Prepare and co-sign cheques as required
- Count and bank monies
- Charity registration and Gift Aid
- Draw up the annual accounts

PTA QuarterMaster

Purpose:

One of the key roles of the Committee is to manage and control the resources of the PTA.

The Quartermasters should record all acquisitions and disposals. The Quartermasters are responsible for the central and cost effective acquisition of all items required by PTA events.

Duties:

- Maintaining an inventory of PTA assets
- Monitoring stock levels
- Acquiring/setting out refreshments for PTA meetings.
- Centrally acquiring items required to support PTA events.

PTA Class Reps

Purpose:

To help create a social environment where parents can meet and interact.
To facilitate two-way communication between the PTA committee and parents. To assist organisers and the PTA committee in making PTA events successful

Duties:

To encourage parents to get involved in PTA events.

To seek out and provide feedback to assist the PTA in fulfilling their remit.

To help arrange social events (coffee mornings/evening events) to facilitate interactions between parents.

To develop and maintain a class contact list giving due care and concern to data protection considerations and parental wishes to be used only for school activities unless expressly advised otherwise.

To assist with the school funday by being responsible for a nominated stall. To help sell tickets and encourage participation in PTA events.

To provide a point of liaison between the class teacher and parents.

Parent Supporter

Purpose:

To be available to parents to support them with issues/concerns they make have. To be a 'friendly face', and offer reassurance that you can help - use your experiences to offer guidance. Always seek advice from the school for issues you feel are of a sensitive nature or you feel unable to resolve.

To support the school and its ethos by promoting good practice and its Values to new parents. Encourage them to embrace the opportunities offered within the Oatlands school community. Help new parents understand that being an active member of the PTA is a means to support their child's development both socially and academically but also provides them with a fantastic opportunity for them to make life long friends.

Duties:

- To be aware of the Transition Timeline and how you can support events and procedures.
- Review/update the Oatlands School New Parents A to Z.
- Understand the school's guidance on full time attendance and be prepared to support parents in making the right choice. Seek advice from school as required.

- Support the school in making changes as needed to improve the transition process for parents.
- Gain feedback from new parents and use this in reviewing and planning and updating the transition process.
- Work closely with the PTA Chair, Class Rep Coordinator, Reception class reps and the Reception Team to ensure all parents are engaging in Oatlands School life.
- Support diversity and reinforce inclusion of all parents by encouraging parents to attend all school events and embrace PTA social functions.
- Respond to emails.
- Liaise with the school office to ensure you have copies of all information sent out to new parents during the transition process and into Reception as appropriate.
- Be available to attend New Parent/Reception meetings and events led by the school and PTA.