

# LANDKEY SCHOOL PTA

Landkey School, Bakery Way, Landkey, Nr Barnstaple, Devon EX32 0LJ



## COMMITTEE POSITIONS

### Chair

#### Qualities

The Chair provides leadership and needs enthusiasm, energy and, most importantly, the dedicated support of the PTA committee, teachers and parents alike. It is the Chairperson's responsibility to co-ordinate the organisation of all PTA events and to liaise regularly with the Headteacher to ensure the PTA is working in harmony with the school. It is an intensive role, which requires a tremendous commitment but can be an extremely rewarding experience and provide you with a lot of fun.

#### Job Purpose

To ensure that the business of the PTA is conducted in accordance with the wishes of the representatives of the PTA, to uphold the constitution of the PTA, and prepare and submit statutory reports to Regulatory Bodies.

#### Main Duties

1. To chair PTA meetings, ensuring they are kept on agenda, effective and that decisions taken at meetings are carried out in a manner that reflects the needs and wishes of the representatives of the PTA.
2. To ensure that PTA business is conducted in an open and transparent way and that all relevant documents are displayed and distributed correctly.
3. To make sure that PTA meeting agendas and minutes are completed and distributed in a timely manner.
4. To support and authorise the work of PTA elected officials.
5. To prepare the PTA annual report for the Annual General Meeting.
6. To oversee the formation of sub-committees for fundraising events and make sure they prepare accordingly for their events and receive the required support to hold a successful event.
7. Welcome and involve other parents into the PTA.
8. To work with event/project committees to publicise and encourage involvement from entire school community including establishing with the Teacher Representative a merit system for pupil volunteering.

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## Vice Chair

### Qualities

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. Either the Vice-Chair or Chair needs to be a regular face at the school gates that the parents feel they can approach if they have questions or comments for the PTA.

### Job Purpose

To support the chair in all aspects of their role, to ensure that the business of the PTA is conducted in accordance with the wishes of the representatives of the PTA and to uphold the constitution of the PTA.

### Main Duties

1. To chair any meetings that the Chair is unable to attend and be involved in, or liaise with the committee and subcommittees organising events.
2. To draw up annual PTA programme in consultation with the Chair.
3. To prepare meeting agendas by consulting with the PTA Chair.
4. To welcome and involve other parents into the PTA.
5. To lead parent and wider school community engagement in PTA (class representatives, use of local contacts and skills).
6. To prepare with the Chair the PTA annual report for the Annual General Meeting.

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## Secretary

### Qualities

The Secretary ensures that the PTA runs smoothly and provides a link between Committee Members and the PTA, and between the PTA and the School. This requires good organisational and communication skills and being able to stick to deadlines.

### Job Purpose

To fulfil and perform the secretarial duties required for the smooth running of the PTA and to lead in producing timely communication on all aspects of PTA activity and business.

### Main Duties

1. To ensure all arrangements are made for PTA meetings.
2. To ensure that PTA meetings are publicised in advance of the meeting.
3. To make sure that PTA meeting agendas and minutes are completed and distributed in a timely manner, including publishing on the school website.
4. To take minutes at PTA meetings and the Annual General Meeting.
5. To communicate to all parents, wider school and community about meetings, news and events via Facebook, flyers, posters, newsletters and website.
6. To plan and develop termly printed PTA newsletter
7. To develop and manage the PTA Facebook page, ensuring it is up-to-date.
8. To assist the Chair, Vice-Chair and Treasurer with specific requests which require formal written correspondence.
9. To assist the Chair, Treasurer and sub-committees at fundraising events.
10. To establish diary dates and keep updated and well-publicised.
11. To correspond with sponsors, the PTA, the Teacher Representative and the Headteacher when specific actions relating to PTA business are required.
12. To communicate to all parents, wider school and community about meetings, news and events via Facebook, flyers, posters, newsletters and website.
13. To establish and keep an up to date member and volunteer database.
14. Apply for event licenses as needed.

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## Treasurer

### Qualities

Whilst all Committee members have equal responsibility for the control and management of the PTA's funds, the Treasurer plays an important role in helping the Committee carry out these duties properly. A good understanding of financial issues is key, although there is no need to be a qualified accountant.

### Job Purpose

To maintain up-to-date records of all PTA financial transactions.

### Main Duties

1. Day-to-day management of accounts, including issuing bills and receipts on behalf of the PTA and making payments.
2. To prepare and update financial ledgers on a regular basis.
3. To complete banking transactions on a regular basis.
4. Prepare and co-sign cheques as required.
5. Maintain petty cash quarterly and balance.
6. Reconcile bank statement to cash book.
7. Liaise with the bank regarding changes to mandates and signatories.
8. Ensure committee use agreed procedures for financial commitments.
9. To organise floats for fundraising events, collect and reconcile monies raised at these events and report totals raised to the appropriate stakeholders.
10. To prepare and report financial statements at PTA Meetings.
11. To prepare a concise Financial Report for the Annual General Meeting.
12. To arrange for reimbursement of funds paid out to support PTA activities

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## Fundraising Lead and Assistant

### Qualities

The Fundraising Lead and Assistant are positions designed to spread the load of obtaining prizes for raffles and donations for fundraising events across the whole year. The Fundraising positions are intensive roles which need people who can give time during normal business hours to call/write/visit businesses. The people taking on these roles need to be confident and able to explain the value in supporting our cause.

### Job Purpose

To fundraise all the year round for the PTA and keep good relations with people and businesses who donate by thanking them appropriately. The Fundraising team is also responsible for establishing and maintaining good contacts with local businesses and finding out information about charitable grants available.

### Main Duties

1. Obtain raffle/tombola prize donations from businesses throughout the year.
2. Maintain a list of donation providers and dates/type of donations.
3. Send appropriate thank you letters and information on impact of donation.
4. Investigate grants available and inform the committee so that the application can be voted upon.
5. Upon approval from the PTA committee, apply for suitable grants and keep the committee informed as to the result of each application.

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## Teacher Representative

### Qualities

The Teacher Representative is an important role as it is the liaison between the parents and the teachers in the school. This role will work closely with the PTA Secretary and it is essential that a good method of communication is established and maintained in order for the PTA and school to work effectively together.

### Job Purpose

To create a good working relationship between all of the teaching staff and school paid employees (including facility staff) and the PTA. To keep the teaching staff informed of PTA activities and any support required and to ensure any actions for the school are completed in a timely fashion.

### Main Duties

1. Ensure all school actions are completed and relayed back to the Secretary
2. Communicate regularly with the Secretary
3. Ensure an appropriate place for PTA meetings is available and that space for any children is provided.
4. Complete and submit applications for PTA funding requests after consultation at school staff meetings.
5. Annually submit a list of expected funding commitments from the PTA.
6. Ensure one member of school teaching staff is present at all times at PTA events.
7. Attend or send a representative to every monthly PTA meeting where the Teacher Representative will be considered to be 'the voice of the school' unless the Headteacher is present.
8. Bring the school diary to each PTA meeting to ensure events are pencilled in at the earliest opportunity.
9. Ensure the School newsletter is supportive of the PTA at all times and that PTA events and initiatives are given appropriate significance.
10. Encourage other teaching staff to join or involve themselves with the PTA from time to time if not regularly.
11. Be a strong advocate of the PTA and be positive, visible and encouraging with parents and pupils that participate in PTA activities
12. Consider a reward system for pupils who assist with PTA activities
13. Ensure there are no clashes between PTA activities and school activities.