

Job Title	Description	Duties
Chair	<p>The Chair provides leadership for the committee sets the agenda for meetings and manages the smooth running of the meetings ensuring that all members feel valued and have opportunities to contribute.</p> <p>The Chair will work closely with the Treasurer and Secretary to ensure that the PTA is run effectively.</p>	<ul style="list-style-type: none"> • Provide leadership • Set the agenda for meetings • Get to know members of the committee • Run meetings in an efficient and timely manner ensuring that everyone is able to contribute • Agree a date for the next meeting • Welcome and involve new members • Write the annual report in cooperation with the Secretary
Vice-Chair	<p>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.</p>	<ul style="list-style-type: none"> • To chair meeting in the absence of the Chair • To draw up annual PTA programme in consultation with the Chair. • To prepare meeting agendas by consulting with the PTA Chair.
Secretary	<p>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.</p> <p>The Secretary deals with all the correspondence that the PTA receive.</p>	<ul style="list-style-type: none"> • Deal with correspondence • Arrange meetings • Prepare and distribute agendas • Take the minutes of meetings, type them up and distribute them • Ensure that enough committee members are present to make the meeting quorate
Treasurer	<p>A key role for all committee members is to manage and control the funds the PTA raises. Although all the committee members have equal responsibility for the control and management of PTA funds the Treasurer plays an important part in helping the committee carry out these duties properly.</p>	<p>Day-to-day management of accounts, including issuing bills and receipts on behalf of the PTA and making payments.</p> <p>To organise floats for fundraising events, collect and reconcile monies raised at these events and report totals raised to the appropriate stakeholders.</p>

Publicity Officer	To communicate and promote the work of the PTA.	<ul style="list-style-type: none"> • Work closely with the school office to circulate information to parents. • Publicising PTA events. • Liaising with the local press. • Ensuring all information on PTA work is kept current and up to date.
Committee Member	Committee Members work alongside the Officers.	<ul style="list-style-type: none"> • Attends PTA meetings • Gets involved in planning, owning and running events • Encourages participation and enthusiasm for the events organized by the PTA
Ordinary PTA Member	Participate in and support with the events run by the Committee. They may attend PTA Meetings, but they cannot vote on decisions made by the Committee. All parents and carers are encouraged to help out at the fundraising events.	