

FRIENDS OF ELTON

CHAIR

Main function is to ensure that the business of the PTA is conducted in accordance with the wishes of the PTA representatives, to uphold the PTA constitution and prepare and submit any statutory reports required.

Main duties:

- Provide leadership
- Sign the approved minutes of the last meeting
- Set the agenda for meetings
- Get to know members of the committee
- Run meetings in an efficient and timely manner ensuring all attendees are given opportunity to contribute
- Agree a date for the next meeting
- Welcome and involve new members
- Write the annual report in co-operation with the Secretary
- Sign cheques for the PTA with one other committee member

VICE-CHAIR

Main function 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 PTA representatives and to uphold the constitution of the PTA

Main duties:

- Chair the meeting in the absence of the Chair
- Draw up annual PTA programme in consultation with the Chair
- Prepare meeting agendas by consulting with the PTA Chair
- Welcome and involve other parents in the PTA
- Lead parent and wider school community engagement in PTA (class representatives, use of local contacts and skills)
- Prepare, with the Chair, the PTA annual report for the AGM

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SECRETARY

Responsible for ensuring effective communication links between committee members and between the PTA and school.

Deal with all PTA correspondence and help the Chair ensure that committee meetings run smoothly.

Secretary will need to co-ordinate bookings and other arrangement for events including confirming arrangements in writing. They will also be responsible for making AGM arrangements and help Chair prepare the annual report.

Secretary may also be involved in co-signing cheques on behalf of the PTA.

Main duties:

- Deal with correspondence
- Arrange meetings
- Prepare and distribute agendas
- Take the minutes of meetings, type and distribute
- Ensure that enough committee members are present to make the meeting quorate
- Sign cheques as required
- Write the annual report with the Chair

TREASURER

Responsible for maintaining up-to-date records of all PTA finance transactions

Main duties:

- Day-to-day management of accounts including issuing bills, receipts and making payments on behalf of PTA
- Prepare and update financial details on a regular basis
- Complete banking transactions
- Organise floats for events, collect, reconcile and report monies raised
- Prepare and report financial statements at PTA meetings

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PUBLICITY OFFICER

Main function is the communication and promotion of PTA work

Main duties:

Work closely with school admin team to circulate information to parents

Publicise PTA events and fundraising initiatives

Liaising with local press to gain positive coverage

Ensuring information on PTA work is kept current

COMMITTEE MEMBERS

Committee members work alongside the Officers

Main duties:

- Attend PTA meetings
- Become involved in planning and running events
- Run small projects
- Encourage participation and enthusiasm for PTA organised events