

### PTFA Role Descriptions

<b>PTFA Chair</b>	<b>PTFA Treasurer</b>	<b>PTFA Secretary</b>
<p><u>Role Purpose</u></p> <p>Run the PTFA according to principles agreed with parents and teachers to raise funds to support extracurricular school activities and equipment.</p>	<p><u>Role Purpose</u></p> <p>To maintain up-to-date records of all PTFA financial transactions and complete statutory annual returns in line with the Charity Commission guidelines and regulations.</p>	<p><u>Role Purpose</u></p> <p>To ensure that the PTFA runs smoothly and lead on communication.</p>
<p><u>Main Duties</u></p> <ol style="list-style-type: none"> <li>1. Arrange and chair PTFA meetings.</li> <li>2. Ensure the PTFA is run consistently with the aims of parents and teachers and that business is conducted in a transparent manner.</li> <li>3. Communicate PTFA activities, meetings and decisions through the school secretary, website and Facebook site (with help from communications manager).</li> <li>4. Prepare the PTFA annual report for the AGM.</li> <li>5. Work with event committees and volunteers to encourage involvement from the wider school community and to help to make sure events are run well.</li> </ol>	<p><u>Main Duties</u></p> <ol style="list-style-type: none"> <li>1. Day-to-day management of accounts, including issuing bills and receipts on behalf of the PTFA and making payments.</li> <li>2. Prepare and update financial ledgers on a regular basis.</li> <li>3. Complete banking transactions on a regular basis.</li> <li>4. Organise the kitty for fundraising events, collect and reconcile monies raised at these events and report totals raised to the appropriate stakeholders.</li> <li>5. Prepare and report financial statements at PTFA Meetings.</li> <li>6. Prepare a concise Financial Report for the Annual General Meeting.</li> <li>7. Prepare and submit financial reports for the annual Charity Commission return.</li> <li>8. Make sure the PTFA obtained the appropriate licenses for raffles and bars (can be the secretary).</li> </ol>	<p><u>Main Duties</u></p> <ol style="list-style-type: none"> <li>1. Make arrangements for PTFA meetings.</li> <li>2. Issues the agenda and take and distribute minutes for PTFA meetings and AGM.</li> <li>3. Communicate PTFA events to the wider school community.</li> <li>4. Keep a database of volunteers.</li> <li>5. Optionally can also look for and apply for grants (or can be separate role).</li> </ol>

NB: all of these tasks are carried out in partnership with school and many things are already in place.