Roles and Responsibilities of Friends of Bramber Committee

We have summarised the key responsibilities for all named roles as a guide for parents and carers who may be interested in standing for a role. If this all sounds a bit formal, please don’t be put off, it is very much a team effort and this guide is meant to be an information tool, especially for those new to the school or committee. If there is anything you would like to know, please ask any of the current committee members.

**Chair**

The Chair should work closely with the Headteacher, the Vice Chair, Treasurer and Secretary to ensure that the PTA is run effectively. The main role of the Chair is to lead meetings of the Friends of Bramber and oversee the running of the annual fundraising events.

Key responsibilities:

• Provide leadership

• Set the agenda for meetings, identify outstanding items from previous meetings and run all meetings

• ensure the committee fulfils its role in respect of governance of the PTA as set out in the constitution, for example holding an AGM, election of committee, working with the Treasurer to ensure annual returns are completed as the PTA is charity commission regulated

• Ensure any decisions made are clear, fit the objects of the constitution, and by agreement of the committee

• Write regular newsletters

• Prepare the annual report for the AGM

• Meet with the Headteacher, the Treasurer and the Committee to agree PTA

financial commitments for the year

**Vice Chair**

The Vice Chair supports the Chair in providing leadership for the Committee, helps set the agenda for the meetings and helps manage meetings in line with the agenda. The Vice Chair deputises for the Chair when necessary and assists in the organisation and operation of the PTA.

Key responsibilities:

• Support the Chair in providing leadership

• Chair any meetings that the Chair is unable to attend

• Liaise with the Committee and members organising events

• Prepare meeting agendas in consultation with the Chair

**Secretary**

The Secretary is a key Committee Member as they are responsible for ensuring effective communication links between Committee Members and between the PTA and the school. The Secretary deals with all the correspondence that the PTA receives and helps the Chair ensure that Committee meetings run smoothly. Building up a good relationship with theschool, the Secretary will help make sure that correspondence, sent to the school, is passed onto the PTA promptly. The Secretary can arrange to leave PTA notices with the school office for distribution with school mailings or as a text to parents. The Secretary will make arrangements for the Annual General Meeting (AGM) and help the Chair prepare the Annual Report.

Key responsibilities:

• Deal with correspondence

• Send emails to Committee to confirm dates of next meeting

• Prepare agendas along with the Chair, and circulate the agenda and reports

before meetings

• Take minutes at meetings, record attendance, action points, decisions and proposals

• Write up the minutes of meetings

• Distribute minutes to all members of the Committee, including reminders of any actions

agreed or to be taken

• Prepare and distribute newsletters and other communications to parents

• Prepare flyers, posters, tickets, etc. for events and distribute as necessary

**Treasurer**

The role of the Treasurer is to manage and control the funds the PTA raises. The Treasurer should record all income and expenditure, details of the amounts received and spent, and have the information available for every Committee meeting plus the balance of funds, committed expenditure and income, expenditure and profit from each event held. The Treasurer should report on the current financial position at each Committee meeting and this should be recorded in the minutes. The report should include an update on funds received and spent since the last report. If the Treasurer is unable to attend a Committee meeting, a written report should be sent to the Chair, at least one or two days before the meeting. All financial decisions taken should be recorded in the minutes of the meeting.

Key responsibilities:

• Maintain up-to-date and accurate financial records

• Prepare and co-sign cheques as required. Co-signatories must see what is being paid

for before signing, and the Treasurer should sign last and keep all original invoices

• Report income and expenditure at meetings

• Count and bank monies, managing the PTA bank account and holding the cheque book

• Arrange changes of signatories and any other changes to the bank mandate on the

association bank account

• Ensure all bank cards, cheque books and paying-in books are accounted for and

obtained from any individual leaving the PTA

• Arrange withdrawals of monies to provide a cash float for all events where required

• Arrange appropriate licenses for events

• Ensure best practice procedures for counting and banking money after events are in

place and followed

• Make approved payments, ensuring procedures for making approved payments and

claiming approved expenses are followed by all committee members

• Liaise with the bank

• Prepare annual treasurers report for the AGM and arrange an independent

examination of the association accounts

• Complete the Charity Commission annual return

• Manage Charity registration, NCPTA membership and Gift Aid

• Draw up the annual accounts

**Committee Members**

Ordinary Committee Members work alongside the Executive Officers, contributing ideas, helping to organise events or running smaller projects. They also have an important role to play alongside the Executive Officers of the PTA in ensuring good communication with the rest of the school and teachers, encouraging participation and enthusiasm for the events organised by the PTA. The aim is that there should be a representative for each class in the school on the Committee.

Key responsibilities:

• Ensure good communication with the parents and teachers of their class

• Help to plan and organise the programme of events for the year

• Organise stalls and volunteers for events and help out where they can

• Regularly attend committee meetings

• Provide feedback and ideas from parents to the PTA Committee.

• Welcome new parents to the School

• Liaise with class teacher for any specific help required from PTA

**Parents & Carers – Ordinary Members of the PTA**

Parents and carers of children at Bramber Primary School are automatically Ordinary

Members of the PTA. The PTA Committee informs them of the events and projects that

are due to take place. The Ordinary Members participate in, and benefit from, 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. Information on help needed is usually provided by committee members

or via text or Facebook in the run up to events.