



PTFA Role Descriptions

| PTFA Chair | PTFA Treasurer | PTFA Secretary |
|--|--|--|
| <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"> 1. Arrange and chair PTFA meetings. 2. Ensure the PTFA is run consistently with the aims of parents and teachers and that business is conducted in a transparent manner. 3. Communicate PTFA activities, meetings and decisions through the school secretary, website and Facebook site (with help from communications manager). 4. Prepare the PTFA annual report for the AGM. 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. | <p><u>Main Duties</u></p> <ol style="list-style-type: none"> 1. Day-to-day management of accounts, including issuing bills and receipts on behalf of the PTFA and making payments. 2. Prepare and update financial ledgers on a regular basis. 3. Complete banking transactions on a regular basis. 4. Organise the kitty for fundraising events, collect and reconcile monies raised at these events and report totals raised to the appropriate stakeholders. 5. Prepare and report financial statements at PTFA Meetings. 6. Prepare a concise Financial Report for the Annual General Meeting. 7. Prepare and submit financial reports for the annual Charity Commission return. 8. Make sure the PTFA obtained the appropriate licenses for raffles and bars (can be the secretary). | <p><u>Main Duties</u></p> <ol style="list-style-type: none"> 1. Make arrangements for PTFA meetings. 2. Issues the agenda and take and distribute minutes for PTFA meetings and AGM. 3. Communicate PTFA events to the wider school community. 4. Keep a database of volunteers. 5. Optionally can also look for and apply for grants (or can be separate role). |