

## Northgate Primary School PTA Roles & Responsibilities

As trustees of the PTA, all named officers are responsible for making sure the organisation is run effectively and in line with its constitution.

Role	Purpose	Responsibilities	Current Members
Co Chair	To lead the committee, ensuring the PTA is run in line with its constitution and according to the wishes of all members.	<ul style="list-style-type: none"> <li>● Setting the dates and agenda for meetings</li> <li>● Managing meetings according to the agenda and remaining impartial while doing so</li> <li>● Ensuring meetings are held fairly and contributions from everyone are welcomed</li> <li>● Writing the annual report for the AGM</li> <li>● Delegating tasks to committee members and volunteers and ensuring these are carried out effectively</li> <li>● Being one of the designated signatories on the PTA bank account</li> <li>● Getting to know PTA members and welcoming and encouraging new volunteers</li> <li>● Drawing up the annual PTA calendar of events</li> <li>● Being the PTA's primary link to the school, which includes agreeing on a wish list with the school leadership team</li> <li>● Ensuring the PTA is registered with regulatory bodies, e.g. the Charity Commission, and submitting reports where necessary</li> <li>● Supporting and/or leading where possible the running of events</li> <li>● Being available (virtually or in person) to support those leading events</li> <li>● Managing communication between the committee, volunteers, school and school community, including writing emails, newsletters and social media content, which may involve liaising with school admin staff</li> </ul>	Geri Wren Jo Parrott
Secretary	To ensure the PTA runs smoothly and efficiently through the preparation and organisation of	<ul style="list-style-type: none"> <li>● Working with the Co Chair to prepare for and run meetings</li> <li>● Circulating the agenda and reports before meetings and identifying outstanding items from previous meetings</li> </ul>	

	<p>the committee's paperwork and communications.</p>	<ul style="list-style-type: none"> <li>● Helping the chair in planning the AGM and preparing the annual report</li> <li>● Managing all correspondence received by the PTA</li> <li>● Taking minutes during PTA meetings, typing them up and distributing them to committee members once approved by the chair</li> <li>● Maintaining the PTA's records, including minutes, member contact details and legal documents</li> <li>● Ensuring there are enough committee numbers present at meetings to make up the quorum</li> <li>● Preparing the publicity for events, including flyers, posters and tickets</li> <li>● Being one of the designated signatories on the PTA bank account</li> <li>● Supporting and/or leading where possible the running of events</li> <li>● Getting to know PTA members and welcoming and encouraging new volunteers</li> <li>● Maintaining the charity commission trustee list</li> </ul>	
<p>Treasurer</p>	<p>To manage and control PTA funds according to the wishes of the committee</p>	<ul style="list-style-type: none"> <li>● Reporting finances at PTA meetings in a clear, concise way that all members can understand</li> <li>● Preparing a financial report for the AGM</li> <li>● Maintaining up-to-date records of all the PTA's financial activity</li> <li>● Organising floats for fundraising events</li> <li>● Ensuring money is kept safely before and during events, and banking takings afterwards</li> <li>● Reporting income and expenditure information after events</li> <li>● Managing Gift Aid claims</li> <li>● Completing the Charity Commission annual return and getting accounts audited where necessary alongside the secretary</li> <li>● Managing finances on a day-to-day basis, including making payments, completing banking transactions and issuing bills and receipts</li> <li>● Ensuring PTA bank cards and cheque books are safely stored</li> <li>● Implementing procedures for making approved payments and claiming expenses and ensuring they're followed by all members</li> <li>● Being one of the designated signatories on the PTA bank account</li> <li>● Supporting and/or leading where possible the running of events</li> <li>● Getting to know PTA members and welcoming and encouraging new volunteers</li> <li>● Managing the 250 club finances each month alongside the 250 club</li> </ul>	<p>Ryan Moore</p>

		lead	
Trustees/ Committee Members	To support the aim of the PTA	<ul style="list-style-type: none"> <li>• Attending PTA meetings</li> <li>• Contributing ideas at meetings and supporting other member ideas and opinions</li> <li>• Supporting and/or leading where possible the running of events</li> <li>• Getting to know PTA members and welcoming and encouraging new volunteers</li> </ul>	Susan Tidman Adeel Ahmed Katie Homer Alex Collyer
Class reps	To support and champion the PTA and their communication to parents	<ul style="list-style-type: none"> <li>• Getting to know PTA members</li> <li>• Sending out PTA parent communication on all platforms (WhatsApp group, Facebook etc)</li> </ul>	
Head Teacher	To support the aim of the PTA and provide final approval of events	<ul style="list-style-type: none"> <li>• Attending PTA meetings</li> <li>• Providing final sign off for events and communication (where required)</li> <li>• Communicating with and gain support from school staff (where required)</li> <li>• Providing wish list items</li> <li>• Recruiting school staff to the PTA</li> </ul>	Jane Tanner

**PENDING APPROVAL FROM JANE BEFORE DISTRIBUTIO**