

PTFA ROLES AND RESPONSIBILITIES

Every parent or guardian with a child attending Latchingdon Primary School is automatically a member of the PTFA. Its structure consists of an elected committee comprising four specific roles – Chair, Treasurer, Secretary and Uniform Sales Co-ordinator – and Ordinary Members. Descriptions of these roles are as follows:

CHAIR PERSON

- Provides leadership and governance for the association
- Sets and writes required Policy for the association
- Sets the agenda for meetings and manages meetings in line with the agenda, ensuring they are effective and decisions are reached in line with stakeholders' aspirations
- Ensures PTFA business is conducted in an open and transparent way
- Plans and coordinates events
- Writes and produces the Annual Report
- Manages all budgets
- Liaises with the head teacher to ensure common goals and objectives are achieved by the PTFA
- Facilitates at fundraising events

TREASURER

- Manages accounts, including issuing bills and receipts on behalf of the PTFA and makes approved payments
- Prepares and updates financial ledgers
- Completes banking transactions
- Organises floats for fundraising events, collects and reconciles money raised at these events and reports totals to key stakeholders
- Prepares and reports financial statements at PTFA Meetings
- Prepares a concise Financial Report for the Annual General Meeting
- Prepares and submits the Annual Return to the Charity Commission
- Renews and holds appropriate insurance and licences for the association
- Assists at fundraising events

SECRETARY

- Calls PTFA and Annual General Meetings
- Produces meeting agendas and minutes are completed and distributed in a timely manner, including publishing on the school website
- Communicates to all parents, wider school and community about meetings, news and events via flyers, posters, newsletters and website
- Keeps a record of attendance at meetings
- Assists the Chair and Treasurer with specific requests which require formal written correspondence
- Assists the Chair and Treasurer and sub-committees at fundraising events
- Obtains and holds the correct and appropriate licences for Fundraising events e.g. licences for alcohol
- Assists the Chair with writing the Annual Report

UNIFORM SALES CO-ORDINATOR

- Upholds the procedures for the Uniform Policy
- Maintains stock levels, ordering new stock from supplier as required
- Organises and runs regular uniform table sales
- Prepares financial reports from sales and ensures all money is received
- Liaises with the Secretary to produce a price list for table sales
- Liaises with the Treasurer to obtain a float for uniform sales and hands back money from sales
- Liaises with the school on a weekly basis to collect uniform order forms

ORDINARY MEMBER

- Works alongside the elected committee members organising fundraising events and votes on how funds will be spent
- Attends committee meetings to offer ideas in respect of fund raising events
- Ordinary members may take on additional supportive roles such as overseeing publicity of events, purchasing stock and materials, and more
- Assists the elected members with running events

VOLUNTEER

- A volunteer helps out at fund raising events but prefers not to be an elected member of the committee