

PTFA Officer Roles - Responsibilities

Chair		Event Lead
<ul style="list-style-type: none"> ● Provide leadership to the committee, ensuring the committee fulfils its role in respect of governance of the association ● Ensure effective communication links between committee members, event leads and the school. ● Work closely with the treasurer and secretary to ensure the association is run effectively. ● Welcome and involve new and existing members and committee members ● Remain impartial where disagreements may arise and call the meeting to order, ensuring that committee decisions are not hindered in any way. ● Approve the minutes from previous meetings. ● Set the agenda for meetings, liaising with the secretary; manage meetings in line with the agenda. ● Write the annual report. ● Monitor and manager PTFA mailbox / Social Media ● Ensure compliance with legislative requirements ● Create termly newsletters to keep members updated. ● Agree PTFA year planner dates and reminders ● Receive and process funding requests ● Ensure event leads request 		<ul style="list-style-type: none"> ● Make bookings and other arrangements for events and feedback to committee, ensuring liability and risk assessment documents are received. ● Ensure risk assessment completed and submitted to school and committee ahead of event. ● Ensure regular feedback to committee on event progress. ● Ensure any relevant licences are applied for ● Ensure compliance with data protection and other relevant legislation. ● Ensure qualified first aid person in place for event duration. ● Ensure financial report and original expense receipts submitted to treasurer promptly after each event. ● Ensure any raffle returns are submitted promptly.
Treasurer	Secretary	Data Protection Officer
<ul style="list-style-type: none"> ● Day to day administration of financial records and procedures and reconciliation of the bank account.. ● Ensure financial returns received and reconciled following events from event leads. ● Make and organise release of agreed payments. ● Report on the current financial position at each committee meeting. ● Maintain up to date information with bank mandate ● Maintain cheque books, paying in books and receipts. ● Draw up accounts with chair in preparation for AGM. ● Identify and liaise with an independent examiner for accounts to be signed off each year. ● Submit annual return and accounts to charities commission website. ● Submit annual report to chair for AGM 	<ul style="list-style-type: none"> ● Help the chair to ensure committee meetings run smoothly ● Deal with any correspondence received ● Make arrangements for meetings ● Keep a record of attendance at meetings ● Write up minutes of meetings ● Maintain a register of action points ● Ensure the PTFA are of the school website is kept up to date. ● Ensure the PTFA notice board is kept up to date. ● Maintain up to date trustee information with Charities Commission and Paypal ● Oversee small society lotteries return where raffles are held and tickets are sold in advance ● Maintain up to date documents and contact information 	<ul style="list-style-type: none"> ● Provide leadership, ensuring the PTFA fulfils its roles in respect of data protection legislation. ● Provide support to event leads with paperwork requesting GDPR consent. ● Work with event leads to ensure data protection compliance is maintained.