

## Chair

The Chair provides leadership for the committee and sets the agenda for PTA meetings. The Chair must ensure topics are properly debated, ensuring that contributions from all members of the committee are heard to reach final decisions acceptable to all. Leadership, enthusiasm and energy are necessary for this role.

The Chair works closely with the Vice-Chair, Secretary and Treasurer to ensure that the PTA is run effectively.

**Main duties include:** providing leadership; setting agenda for meetings; getting to know members of the committee; running meetings in an efficient and timely manner to ensure everyone is able to contribute; welcome and involve new members; write the annual report in co-operation with the Secretary; help to make bookings and other arrangements for events.

## Vice-Chair

The Vice-Chair will deputise for the Chairperson when necessary and helps to ensure the Committee and all of the events run smoothly. As with the Chair, leadership, enthusiasm and energy are necessary for this role.

**Main duties include:** to support the Chair in their role; to chair PTA meetings in the absence of Chair; welcome and involve other parents into the PTA; lead parent and wider school community engagement in the PTA (class representatives, use of local contacts and skills); help to make bookings and other arrangements for events.

## Secretary

The Secretary ensures the PTA runs smoothly and provides a link between Committee members and the PTA, and between the PTA and the School. This requires good organisational and communication skills and being able to stick to deadlines.

**Main duties include:** ensuring effective communication links between committee members and between the PTA and the school; helps the Chair ensure Committee meetings run smoothly; help to build up a good relationship with the school Secretary and Head and make sure that correspondence, sent to the school, is passed onto the PTA promptly; help to make bookings and other arrangements for events such as communication to parents; make arrangements for the Annual General Meeting (AGM).

## Treasurer

All Committee members have equal responsibility for the control and management of PTA funds but the Treasurer plays an important part in helping the Committee carry out these duties properly.

**Main duties include:** maintain up-to-date records of all PTA financial transactions; collating invoices and passing them onto the School's Business Manager; to pay in fundraising money; to organise floats for fundraising events; to prepare and report financial statements at PTA meetings; to prepare a concise Financial Report for the Annual General Meeting.

## Ordinary Committee Members

Ordinary Committee Members are any parent who would like to get involved in planning and running events without having a formal Committee role.

**Main duties include:** attend PTA meetings; encourage participation and enthusiasm for the events by other parents.

It would be amazing to have one representative from each class to help the Committee run events.

If you would like to put yourself forward as a class representative, please email your name and child's class name to [folhs@lhaines.herts.sch.uk](mailto:folhs@lhaines.herts.sch.uk) and we shall contact you.