

	Chair	Treasurer	Secretary
Role	<ul style="list-style-type: none"> Ensures all committee members are familiar with the association's constitution, and their role and responsibilities as a committee member Directs meetings; making sure everyone's views are heard and everyone is involved in the meeting. Principle contact with the school for fundraising. 	<ul style="list-style-type: none"> Ensures accurate financial records are kept and best practice procedures are followed for counting money, banking, and making payments. Update the committee with regular reports and ensure end of year reports are completed for the association's AGM and (if applicable) the Charity Commission annual return. Principle contact with the school for finances. 	<ul style="list-style-type: none"> Supports the Chair to build effective communication links between the school and the association Maintains accurate records Principle contact with the school for fundraising.
Key individual responsibilities	<ul style="list-style-type: none"> Delegates tasks to other members and volunteers (to make sure the workload is shared) and tasks are completed as agreed. Ensures the committee fulfils its role in respect of governance of the association as set out in the constitution (i.e. AGM, election of committee, working with the Treasurer to ensure annual returns are completed, charity commission registration, constitution filing etc) Ensures any decisions made are clear, fit the objects of the constitution, and by agreement of the committee 	<ul style="list-style-type: none"> Keeps up to date and accurate financial records. Presents financial updates at each committee meeting. Manages the PTA bank account and holds the association cheque book (i.e. changes of signatories, makes approved payments etc) Ensures best practice procedures for recording, counting, and banking money after events are in place and followed. Ensures procedures for making approved payments and claiming approved expenses are followed by all committee members. Prepares annual treasurers report for AGM and arranges an independent examination of the association accounts. Completes the Charity Commission annual return. Manages Pay Pal accounts 	<ul style="list-style-type: none"> Takes minutes at meetings, recording attendance, action points, decisions, and proposals. Circulates approved minutes, along with a reminder of any actions agreed Maintains association records. Updates trustee details with Charity Commission (as appropriate). Handles written and email correspondence received for the association. Manages social media, email, document storage and other 3rd party accounts, committee member permissions and administration.
Key joint Responsibilities	<ul style="list-style-type: none"> Bank signatory (treasurer) Ensures all policies are up to date (all officers) Finalises with the school a 'wish list' for the committee to fund (all officers) Writes the annual report for the association (secretary) Prepares for meetings and suggests items for the agenda (secretary) Communications i.e., newsletters, social media, noticeboards, parent mail etc (secretary) 	<ul style="list-style-type: none"> Bank signatory (chair) Ensures all policies are up to date (all officers) Finalises with the school a 'wish list' for the committee to fund (all officers) 	<ul style="list-style-type: none"> Ensures all policies are up to date (all officers) Finalises with the school a 'wish list' for the committee to fund (all officers) Writes the annual report for the association (chair) Prepares for meetings and suggests items for the agenda (chair) Communications i.e. newsletters, social media, noticeboards, parent mail etc (secretary)