



The Friends of Didcot Primary Academy Job Roles

Chair

Main purpose of role: To lead the committee, ensuring the PTA is run in line with its constitution and according to the wishes of all members.

Typical responsibilities:

- Setting the dates and agenda for meetings
- Managing meetings according to the agenda and remaining impartial while doing so
- Ensuring meetings are held fairly and contributions from everyone are welcomed
- Writing the annual report for the AGM
- Delegating tasks to committee members and volunteers and ensuring these are carried out effectively.
- Being one of the designated signatories on the PTA bank account
- Getting to know PTA members and welcoming and encouraging new volunteers
- Drawing up the annual PTA calendar of events
- Being the PTA's primary link to the school, which includes agreeing on a wish list with the school leadership team
- Ensuring the PTA is registered with regulatory bodies, e.g. the Charity Commission, and submitting reports where necessary

Treasurer

Main purpose of role: To manage and control PTA funds according to the wishes of the committee.

Typical responsibilities:

- Reporting finances at PTA meetings in a clear, concise way that all members can understand
- Preparing a financial report for the AGM
- Maintaining up-to-date records of all the PTA's financial activity
- Organising floats for fundraising events
- Ensuring money is kept safely before and during events, and banking takings afterwards
- Reporting income and expenditure information after events



- Managing Gift Aid claims
- Completing the Charity Commission annual return (if registered) and getting accounts audited where necessary
- Managing finances on a day-to-day basis, including making payments, completing banking transactions and issuing bills and receipts
- Ensuring PTA bank cards and cheque books are safely stored
- Implementing procedures for making approved payments and claiming expenses and ensuring they're followed by all member

VICE CHAIR

The support provided by the Vice-Chair is invaluable. Deputising for the Chairperson when necessary, the Vice-Chair helps to ensure that the Committee and all of the events continue to run smoothly. As with the Chair, leadership, enthusiasm and energy are necessary qualities for this post.

To support the chair in all aspects of their role, to ensure that the business of the PTA is conducted in accordance with the wishes of the representatives of the PTA and to uphold the constitution of the PTA.

1. To chair meeting in the absence of the Chair
2. To draw up annual PTA programme in consultation with the Chair.
3. To prepare meeting agendas by consulting with the PTA Chair.
4. To welcome and involve other parents into the PTA.
5. To lead parent and wider school community engagement in PTA (class representatives, use of local contacts and skills).
6. To prepare with the Chair the PTA annual report for the Annual General Meeting.

Secretary

Main purpose of role: To ensure the PTA runs smoothly and efficiently through the preparation and organisation of the committee's paperwork and communications.

Typical responsibilities:

- Working with the chair to prepare for and run meetings
- Circulating the agenda and reports before meetings and identifying outstanding items from previous meetings
- Helping the chair in planning the AGM and preparing the annual report
- Managing all correspondence received by the PTA
- Taking minutes during PTA meetings, typing them up and distributing them to committee members once approved by the chair



- Maintaining the PTA's records, including minutes, member contact details and legal documents
- Ensuring there are enough committee numbers present at meetings to make up the quorum

Marketing and Communications Manager

- 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
- Preparing the publicity for events, including flyers, posters and tickets

Event Coordinator

- Management of the online ticketing portal, including set up of tickets for paid events and volunteer sign up
- Production of entrance lists for ticketed events
- Finding and coordinating external stall holders for certain events
- Creation of Google forms for feedback

Raffle Coordinator

- Reaching out to local businesses for raffle prizes & sponsorship
- Ordering the raffle books and ensuring they are distributed to parents
- Sorting out the raffle tickets and ensuring they are ready for the winners to be picked on the event day
- Coordinate selling tickets and distributing prizes.
- Ensuring that the lottery licence is up to date