

## Job Description for Parents' Association Committee

The Parents' Association is run by a committee on behalf of and elected by the members. These committee members have to be elected in at a General Meeting eg the AGM.

The committee is formed of officers, plus ordinary committee members. The roles of officers are Chair, Treasurer and Secretary (and/or Vice Chair if needed) and these members will also be trustees for the PA. The other roles will be filled by ordinary committee members.

### Chair

- Ensures the Parents' Association and committee fulfils its role in respect to governance of the association as set out in the constitution.
- Delegates tasks to other members and volunteers and checks they are completed.
- Liaises with the school and the committee to agree what to fund.
- Ensure any decisions are clear, fit the objects of the constitution and by the agreement of the committee.

### Treasurer

- Keeps up to date and accurate financial records.
- Presents financial updates at each meeting and completes the Charity Commission annual return.
- Manages the PA bank account and holds the association cheque book.
- Ensures best practice procedures for counting and banking money after events are in place and followed.

### Secretary

- Prepares for meetings, circulating agendas, identifying outstanding items from last meeting.
- Takes minutes at meetings, recording attendance, actions points, decisions and proposals and helping the chair keep meetings on track.
- Circulates approved minutes via school website
- Maintains association records

### Vice Chair

- Supports the chair in the general running of the Parents' Association.
- Stands in for the chair in her/his absence.
- Administers the PA email account and the social media sites (currently Facebook and PTA Social) and maintains the PA content on the school website.

### Social Secretary

- Plans, organises and co-ordinates social and fundraising events alongside the rest of the committee.
- Liaise with class representatives and parent volunteers
- This role will be part of a sub committee led by the chair