



***Twiss Green Community Primary School
Parents', Teachers' and Friends' Association***

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Twiss Green PTFA Roles and Responsibilities

What are the main roles and responsibilities of a PTFA committee?

The usual structure of a PTFA committee is to have at least three named officers: the Chair, Treasurer and Secretary. The Twiss Green PTFA constitution states there need to be a minimum of 2 committee members to run our association.

The object of the Association is to advance the education of pupils in the school, in particular by:

1. Developing effective relationships between the staff, parents and others associated with the school
2. Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils

Typically the PTFA meet at least once per academic term to align on school and PTFA priorities, diary dates, progress with fundraising efforts and ideas for future events. The meetings are often held at school and are relaxed and informal and also a great way to see the school in a very different context to the typical daily rush during drop off and pick up!

Additional to these meetings will be event specific meetings to plan, agree and deliver the various fundraising events throughout the year.

Key PTFA Roles

PTFA Chair

Main purpose of the role

To lead the committee, ensuring the PTFA is run in line with its constitution and according to the wishes of all members.

The chair's responsibilities

Chairs and facilitates meetings in a manner that encourages everyone to contribute

Sets the date and agenda for meetings and keeps the discussion on track

Delegates tasks to committee members

Ensures decisions are implemented

Liaises with the school about fundraising priorities

Welcomes and motivates new volunteers

Is a designated signatory on the PTFA bank account

Ensures the PTFA is registered with regulatory bodies e.g. the Charity Commission, and submits reports where necessary.

At the AGM

Writes the annual report

Suits people who are...

Strong leaders
Diplomatic and fair
Enthusiastic
Good delegators

PTFA Treasurer

Main purpose of the role

The treasurer controls the PTFA funds in line with the committee's decisions as well as charity law. They make sure upcoming events are affordable and profitable and report financial information to the rest of the team.

The treasurer's responsibilities

Manages the day-to-day finances
Keeps a detailed and accurate record of the PTFA's financial activity
Reports on the finances at meetings in a clear, concise way
Arranges floats for events
Ensures money is kept safely before and during events
Banks the takings from events and fundraisers
Makes Gift Aid claims
Implements procedures for making payments and claiming expenses
Completes the Charity Commission annual return (if registered)
Gets accounts audited where necessary

At the AGM

Prepares the financial report

Suits people who are...

Confident at handling money and budgets
Good with numbers
Methodical

Note: All committee members, not just the treasurer, are responsible for using the PTFA's money in line with its purpose and constitution.

PTFA secretary

Main purpose of the role

The secretary ensures that the PTFA's activities run smoothly. They use their excellent communication and organisational skills to arrange meetings, take minutes and keep records.

The secretary's responsibilities

Assists the chair with planning meetings
Communicates with the school and committee members, including circulating the agenda before PTFA meetings
Takes minutes at meetings, recording the key points, decisions made and relevant action points
Manages communication between the committee, volunteers, school and school community
Prepares the publicity for events, including flyers, posters and tickets
Ensures meetings have enough attendees to form a quorum
Keeps records
Shares information

At the AGM

Helps the chair prepare for the meeting and takes minutes on the day

Suits people who are...

Great communicators
Accurate writers
Helpful and motivated

Note: To make the secretary's life easier, we would love to have a communications officer to assist the secretary with social media, newsletters and event publicity.

Share the workload

Co-chairs

To spread the responsibility and lessen the workload some people choose to share the main PTFA roles. Co-chairing is a great solution, especially if both of people are new to the job or if one is leaving soon.

Committee and event volunteers

The PTFA can have the perfect plans, but they may never come to fruition if no one steps up to volunteer. Micro-volunteering is one way forward. Come to a PTFA meeting and share your opinions and experience or offer to fill one of the many event volunteering roles from helping with planning to managing stall donations or a stall... If you're keen but not sure how you can help, please send a note to twissgreenptfa1@gmail.com and one of the members will be happy to have a chat about options.