

Chair	Treasurer	Secretary
<p>Vice-Chair</p> <p>Role Purpose: Run the PTFA according to principles agreed with parents and teachers to raise funds to support extracurricular school activities and equipment.</p> <p>Main Duties</p> <ol style="list-style-type: none"> 1. Arrange and chair PTFA meetings. 2. Ensure the PTFA is run consistently with the aims of parents and teachers and that business is conducted in a transparent manner. 3. Communicate PTFA activities, meetings and decisions through the school secretary, website and Facebook site (with help from communications manager). 	<p>Vice-Treasurer</p> <p>Role Purpose: To maintain up-to-date records of all PTFA financial transactions and complete statutory annual returns in line with the Charity Commission guidelines and regulations.</p> <p>Main Duties</p> <ol style="list-style-type: none"> 1. Day-to-day management of accounts, including issuing bills and receipts on behalf of the PTFA and making payments. 2. Prepare and update financial ledgers on a regular basis. 3. Complete banking transactions on a regular basis. 4. Organise the kitty for fundraising events, collect and reconcile monies raised at these events and report totals raised to the appropriate stakeholders. 	<p>Vice Secretary</p> <p>Role Purpose: To ensure that the PTFA runs smoothly and lead on communication.</p> <p>Main Duties</p> <ol style="list-style-type: none"> 1. Make arrangements for PTFA meetings. 2. Issues the agenda and take and distribute minutes for PTFA meetings and AGM. 3. Communicate PTFA events to the wider school community. 4. Keep a database of volunteers. 5. Optionally can also look for and apply for grants (or can be separate role).

<p>4. Prepare the PTFA annual report for the AGM. 5. Work with event committees and volunteers to encourage involvement from the wider school community and to help to make sure events are run well.</p>	<p>5. Prepare and report financial statements at PTFA Meetings. 6. Prepare a concise Financial Report for the Annual General Meeting. 7. Prepare and submit financial reports for the annual Charity Commission return. 8. Make sure the PTFA obtained the appropriate licenses for raffles and bars (can be the secretary).</p>	

The most common items supported by PTA funds were:

- School trips.
- IT equipment.
- Sports and playground equipment.
- Books.
- Items for arts and science departments

Funds raised by the PTA are intended to provide 'extras' not already provided by the school's main income – often 'fun things' that make learning more interesting and exciting.

The PTA committee and the headteacher decide how to spend PTA funds. Common items include computers, playground equipment, a school minibus and smaller purchases such as presents for Father Christmas to distribute, or lights for a Divali celebration

Generally, money raised should benefit all, or the majority of children, whether this is immediate, e.g. playground equipment, or over time, e.g. Year 6 teaching resources that all children will use as they move up the school. Benefiting a minority, e.g. sports kit that only a handful of children will use, may go against the terms of your constitution.

How do we collect suggestions?

As the funds are raised with the intention of supporting the school, the school is the best place to begin when deciding what to buy, as they are best placed to know what is needed. Provide regular reports on the PTA funds available, as this will enable staff to suggest items that are realistically within reach.

Ask teaching staff to provide a written wish list each term, as teachers will know which resources will be of most benefit. But there should also be the opportunity for the committee, parents and pupils to offer suggestions too: provide a suggestion box somewhere that's accessible to all, e.g. the school reception area; set up an email address for suggestions so people can submit requests electronically; create a bespoke form asking for details of each resource (including price) and the benefits it offers to pupils; ask the school council of pupils for their input.

Use newsletters and social media to remind everyone to submit requests in the run-up to your committee meeting, so everyone has an opportunity to make a suggestion.