

JPA Roles Descriptions

Source: <https://www.parentkind.org.uk/about-us/news-and-blogs/blog/quick-guide-to-pta-roles>

Chair

What's the main purpose of the role?

To direct the committee's meetings, make sure everyone is involved and their views are heard. The Chair should ensure all committee members are familiar with the constitution and their roles and responsibilities. The PTA Chair also holds the casting vote if the outcome is tied.

And the responsibilities?

These can vary drastically, depending on the size and needs of the school, but commonly include:

- Preparing and setting the agenda for meetings
- Setting the ground rules for – as well as chairing – meetings
- Delegating tasks to other committee members and volunteers, checking they're completed and offering support where needed
- Liaising with the school
- Ensuring the committee is governed in line with their constitution
- Ensuring any decisions are made correctly and fit the objectives of the association as set out in the constitution
- Writing the Chair's report for the AGM
- The Chair may also be a signatory on the PTA bank account

The Treasurer

What's the main purpose of the role?

To ensure accurate financial records are kept and that best practice procedures are followed when counting money, making payments and banking. The Treasurer should keep your committee updated with regular reports and ensure end-of-year reports are completed for the association's AGM. If your PTA is a registered charity, they will also be required to coordinate the Charity Commission's annual return.

And the responsibilities?

- These vary from committee to committee but generally they include:
- Keeping accurate and up-to-date financial records
- Presenting financial updates at each committee meeting
- Managing the PTA bank account and holding the association cheque book/debit card

- Monitoring and managing online payment platforms
- Preparing floats
- Ensuring best practice procedures are followed for counting and banking money, making payments and claiming expenses by all committee members
- Making any approved payments on the committee's behalf
- Preparing the annual Treasurer's report for the AGM and arranging an independent examination of the association's accounts
- Completing the relevant Charity Commission's annual return if your PTA is registered as a charity
- Managing Gift Aid (or assists the committee member responsible)

The Secretary

What's the main purpose of the role?

Supporting the PTA committee to build effective communication links between the school and the association. They also maintain accurate records.

And the responsibilities?

These vary from committee to committee, but generally include:

- Preparing for meetings (with the PTA Chair)
- Taking minutes at meetings, recording attendance, action points, decisions and proposals
- Circulating approved minutes, along with a reminder of any actions agreed
- Maintaining association records
- Making sure the association is GDPR-compliant
- Updating trustee details with relevant charity commission (as appropriate)
- May be a signatory on the PTA bank account (along with at least one other committee member)
- Handling the association's correspondence