

CONSTITUTION for Manchester Muslim Prep School's Parent Teacher Association (PTA)

6. OFFICER ROLES

6.1. Chair

6.1.1. Length of service – two years;

6.1.2. Definition – the Chair provides leadership, sets the agenda for meetings and manages meetings in line with the agenda.

The Chair must remain impartial, welcome new members, include all members in discussions, ensure issues are discussed properly.

Full responsibility details can be found in Appendix III.

6.2. Deputy Chair

6.2.1. Length of service – two years;

6.2.2. Definition – the Deputy Chair performs all the duties of the Chair if the Chair is unavailable; apart from signing cheques.

6.3. Treasurer (ROLE FILLED)

6.3.1. Length of service – three years;

6.3.2. Definition – record all income and expenditure, have the details available for every meeting plus:

The balance of funds;

Committed expenditure;

Income, expenditure and profit from each event held.

6.3.3. Work with the Chair to prepare the annual report and accounts.

Full responsibility details can be found in Appendix III.

6.4. Secretary

6.4.1. Length of service – two years;

6.4.2. Definition – the Secretary is responsible for ensuring effective communication links between the PTA and the school, plus:

Deals with all the correspondence;

Prepares notices;

Makes bookings;

Help the Chair prepare the annual report.

The role may be open to job share between two people.

Full responsibility details can be found in Appendix III.

Officer Roles & Responsibilities for Manchester Muslim Prep School's Parent Teacher Association (PTA)

Chair (or Deputy Chair in the Chair's absence)

The Chair provides leadership, sets the agenda for meetings and manages meetings in line with the agenda.

The Chair should ensure that issues are properly debated and an agreement is reached. Some members will be better at expressing themselves than others; it is important that the Chair welcomes contributions from all members of the PTA so that everyone feels involved.

New members of the PTA may feel awkward at first. The Chair should welcome all new members, introduce them to the other members and encourage them to play an active part in the discussions at meetings.

Occasionally, personality clashes may arise. The Chair should remain impartial, call the meeting to order without upsetting the parties involved, and make sure that the PTA's decisions are not hindered in any way.

The Chair needs to work closely with the Treasurer and Secretary to ensure that the PTA is run effectively. As an officer, the Chair is often one of the people to sign cheques on behalf of the PTA, normally along with the Treasurer.

Key responsibilities:

- Provide leadership.
- Sign the approved minutes of the last meeting.
- Set the agenda for meetings.
- Get to know members of the committee.
- Call the meeting to order when it is time.
- Agree a date for the next meeting.
- Welcome and involve new members.
- Close the meeting.
- Ask for apologies for absence.
- Write the annual report in co-operation with the Secretary.
- Follow the agenda and manage the meeting.
- Sign cheques for the PTA with one other member.
- Approve the annual accounts.
- Write updates for the school newsletter.
- Call meetings.

Secretary

The Secretary is a key member as they are responsible for ensuring effective communication links between members and between the PTA and the school.

The Secretary deals with all the correspondence that the PTA receives and helps the Chair ensure that meetings run smoothly. Building up a good relationship with the school Secretary will help make sure that correspondence, sent to the school, is passed onto the PTA promptly. With the agreement of the head teacher the PTA Secretary can usually arrange to leave PTA notices with the school Secretary for distribution with school mailings to parents or for distribution via Parentmail.

As well as dealing with correspondence, following a meeting, the Secretary will need to make bookings and other arrangements for events. Confirm arrangements made by telephone in writing (by letter or e-mail).

The Secretary will help the Chair prepare the annual report.

Key responsibilities:

- Deal with correspondence.
- Take and write up the minutes of meetings.
- Prepare agendas.
- Distribute minutes to all the member once they have been approved by the Chair.
- Make meeting and event arrangements.

- Keep a record of attendance at meetings.
- Write the annual report with the Chair.
- Preparation and distribution of newsletters and other communications to parents.
- Preparation of publicity flyers, posters, tickets, etc. for events.

Treasurer (ROLE FILLED)

A key role for all members is to manage and control the funds the PTA raises. Although all the members have equal responsibility for the control and management of PTA funds the Treasurer plays an important part in helping the PTA carry out these duties properly.

The Treasurer should record all income and expenditure. This can be a simple accounts book or a computerised system. The Treasurer should record details of the amounts received and spent and have the details available for every meeting plus:

- The balance of funds.
- Committed expenditure.
- Income, expenditure and profit from each event held.

The Treasurer should report on the current financial position at each meeting and this should be recorded in the minutes. The report should include an update on funds received and spent since the last report. If the Treasurer is unable to attend a meeting, a written report should be sent to the Chair at least one or two days before the meeting. All financial decisions taken should be recorded in the minutes of the meeting.

The Treasurer also:

- Liaises with the bank.
- Pays money into the bank account and reconciles bank statements.
- Advises the bank of agreed changes to the bank mandate, i.e. those authorised to sign cheques.
- Raises and signs cheques with a second member co-signing. The person co-signing must see what is being paid for before signing. The Treasurer should sign last and keep all original invoices.
- Withdraws money to provide a cash float for events.
- Monitors funds held on account.
- Arrange appropriate licenses for events.
- Key responsibilities:
- Maintain the financial records.
- Prepare and co-sign cheques as required.
- Report income and expenditure at meetings.
- Count and bank monies.
- Liaise with the bank.
- Charity registration and Gift Aid.
- Regular and other payments.
- Draw up the annual accounts.