

PTA Committee roles

CHAIR

Job function

To ensure that the business of the PTA is conducted in accordance with the wishes of the representatives of the PTA, to uphold the constitution of the PTA, and to ensure statutory reports have been prepared and submitted to Regulatory Bodies

Characteristics

The Chair provides leadership for the committee 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 committee members will be better at expressing themselves than others; it is important that the chair welcomes contributions from all members of the committee so that everyone feels involved.

The Chair will ensure that all new members feel welcome and their contributions valued. The Chair will introduce them to the other members and encourage them to play an active part in the discussions at committee meetings.

To ensure the smooth running of meetings the Chair must remain impartial and make sure that all parties have a voice and the opportunity to participate in decision-making.

The Chair will work closely with the Treasurer and Secretary to ensure that the PTA is run effectively. As an Officer of the committee, the Chair will be one of designated signatories and will sign cheques on behalf of the PTA along with other designated signatories.

The chair will co-ordinate with the key organisers of all PTA events and liaise regularly with the Head Teacher to ensure the PTA is working in harmony with the school.

Main duties:

- Provide leadership
- Set the agenda for meetings
- Run meetings in an efficient and timely manner ensuring that everyone is able to contribute
- Provide a brief chairman's report at meetings
- Agree a date for the next meeting
- Get to know members of the committee
- Welcome and involve new members
- Write the annual report in co-operation with the Secretary
- Sign cheques for the PTA with one other committee member