

STOKE DAMEREL PRIMARY PTA We are recruiting!!

Trustee

Legal responsibilities to ensure the PTA is run properly as a charity, alongside practical duties related to the PTA's operations and fundraising. All trustees have collective responsibility for the organisation.

General Duties and Responsibilities

All PTA trustees have core legal duties as outlined by the Charity Commission's "The Essential Trustee" guidance:

- Ensure the PTA is carrying out its purposes for the public benefit, as defined in its constitution.
- Comply with the governing document and the law (including charity law, company law, and health & safety legislation). Including filing annual accounts via the Charity Commission website, as well as complying with any HMRC obligations.
- Signing off the accounts annually with the chair and treasurer as appropriate and spot checking costs and income where appropriate.
- Act in the PTA's best interests, using independent judgement and not allowing personal views to affect conduct.
- Manage the PTA's resources responsibly, acting prudently with all assets and ensuring financial stability.
- Act with reasonable care and skill, devoting necessary time and effort to the role.
- Ensure the PTA is accountable to the Charity Commission, members, and the public.
- Reviewing any new policies or amendments and ensuring this is within the scope of the constitution.
- Attending meetings as and when appropriate with role holders to discuss accounts and attend meetings is desirable. However, the trustee role does not require involvement in the day to day running of the PTA nor it's events. This role is ideal for someone who is unable to offer their time to the PTA in person at events but is able to offer time now and again over the year.
- Knowledge of accounts/finances is desirable however a full handover will be given from the current trustees.

Chair The chair must run the PTA in according to principles agreed with parents and teachers to raise funds to support school activities and equipment	- Provide leadership on PTA activity and governance - Recruiting and welcoming new members - Ensure the PTA is run transparently and in line with the constitution - Set meeting agenda's and ensure meetings are run positively - Ensure discussion on ideas, events and proposals are inclusive - Ensure PTA activities, meetings and decisions are communicated through the school and members - Prepare the PTA annual report for the AGM. - Work with event committees and volunteers to encourage involvement from the wider school community and to help to make sure events are run well. - Ensure all documents are fit for purpose - Supporting the other roles as needed - Make sure the PTA adheres to its constitution and fulfils its legal obligation. - Oversee social media and make sure it stays within school values and ethos. - Meet regularly with school
Treasurer Maintains up-to-date records of all PTA financial transactions and completes statutory annual returns in line with the Charity Commission guidelines and regulations.	- Treasurer maintains up to date records of all PTA financial transactions and completes statutory annual returns in line with the Charity Commission guidelines and regulations. - Management of accounts, including issuing bills and receipts on behalf of the PTA and making payments. - Prepare and update financial records and banking on a regular basis. - Organise the float/kitty for fundraising events, collect and reconcile monies raised at events and report totals to the committee. - Prepare and report brief financial statements at PTA meetings and AGM - Prepare and submit financial reports for the annual Charity Commission return and liaise with trustees - Make sure the PTA obtain the appropriate licences for raffles and bars (can be the secretary)
Secretary	- Makes arrangements for PTA meetings.

Supports the chair to build effective communication links between the school and the association and maintains and prepares accurate records.	- Issues the agenda, records attendance and takes and distribute minutes for PTA meetings and AGM. - Ensure all records are saved/stored for future reference in line with GDPR - Communicate/promote PTA events to the wider school community. - Keep a database of volunteers - Ensure governance documents are reviewed as agreed - Optionally can also look for and apply for grants (or can be separate role) - Creates documents for governance, promotion or other reasons as required
Committee Member Committee Members work alongside the Committee roles, contributing ideas, helping to organise events or running smaller projects.	- Attend meetings - Contribute ideas - Makes decisions regarding ideas and spending - Plan and run events - Promote PTA activities and successes - Being involved with recruiting and supporting new committee members - Agrees to work within the constitution and policies inc. giving contact details
PTA Member All parents and carers are automatically part of the PTA	- Attends events as able - Gives feedback and ideas as able - Donates time/money/prizes etc. as able - Supports and promotes PTA activity as able

Example Tasks for members

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| - Running a stall | - Baking a cake or serving food | - Using any of your skills and qualities – big or small |
| - Writing a risk assessment | - Selling tickets | |
| - Shopping for supplies | - Reviewing a policy | |
| - Completing a poster | - Running all or part of an event | |

- Donating or requesting prizes

- Sharing Ideas