

## Bowdon Church School PTA – Roles & Responsibilities

For more information on any of these roles, please send us an email [PTA@BowdonCS.org](mailto:PTA@BowdonCS.org)

[PTA Member](#) – ALL WELCOME

[PTA Trustee](#) – ALL WELCOME

[Chair](#)

[Vice Chair](#) – VACANCY for 2024/2025

[Secretary](#) – VACANCY for 2024/2025

[Treasurer](#)

### PTA MEMBERS – ALL WELCOME!

All Parents, Carers and Teachers at Bowdon Church School are automatically members of the PTA. All parents and carers are encouraged to help out at fundraising events, and information on help needed is usually provided in the PTA WhatsApp community ([click to join](#)) or the school newsletter.

PTA members are welcome to all PTA Meetings, but they cannot vote on decisions made by the Committee unless they become a Trustee (see below).

### PTA TRUSTEES – ALL WELCOME!

Main Purpose: PTA Trustees are responsible for event planning and facilitation. They coordinate with other trustees to take an active role in decision making and vote on how PTA money is spent.

All PTA members are welcome to become a Trustee. They must complete a simple [nomination form](#) to be seconded by another PTA member, and their name will be recorded on the [Charities Commission website](#).

Only PTA Trustees are able to vote on decisions made by the Committee, and only PTA Trustees are given access to systems/applications which may hold personal data (e.g. PTA Facebook, PTA Website, PTA email, and/or our online ticketing platform).

### CHAIR

Main Purpose: To lead the committee, ensuring the PTA is run in line with its constitution and according to the wishes of all members.

The Chair's responsibilities

- Chairs and facilitates meetings in a manner that encourages everyone to contribute
- Sets the date and agenda for meetings and keeps the discussion on track
- Delegates tasks to committee members
- Ensures decisions are implemented

- Liaises with the school about fundraising priorities
- Welcomes and motivates new volunteers
- Is a designated signatory on the PTA bank account
- Ensures the PTA is registered with regulatory bodies e.g., the Charity Commission, and submits reports where necessary.

## VICE-CHAIR – CURRENTLY VACANT

Main Purpose: To support the chair in all aspects of their role, to ensure that the business of the PTA is conducted in accordance with the wishes of the representatives of the PTA and to uphold the constitution of the PTA.

The Vice Chair's responsibilities

- To chair meeting in the absence of the Chair
- To support chair in preparation of meeting agendas
- To welcome and involve other parents into the PTA
- To support the Chair in writing the PTA annual report for the Annual General Meeting.

## SECRETARY – CURRENTLY VACANT

Main Purpose: The secretary ensures that the PTA's activities run smoothly. They use their excellent communication and organisational skills to arrange meetings and keep records.

The Secretary's responsibilities

- Assists the chair with planning meetings
- Communicates with the school and committee members, including circulating the agenda before PTA meetings
- Takes brief minutes at meetings, recording the key points, decisions made and relevant action points
- Keeps records & shares information

## TREASURER

Main purpose: The treasurer controls the PTA funds in line with the committee's decisions as well as charity law. They make sure upcoming events are affordable and profitable and report financial information to the rest of the team.

The treasurer's responsibilities

- Manages the day-to-day finances
- Keeps a detailed and accurate record of the PTA's financial activity
- Reports on the finances at meetings in a clear, concise way
- Arranges floats for events and banks the takings from events and fundraisers
- Implements procedures for making payments and claiming expenses
- Completes the Charity Commission annual return (if registered)
- Gets accounts audited where necessary