



Friends of Abbey

PTA for Abbey Primary School

Registered Charity: 1175801



Abbey Primary School
Stuart Avenue
Forest Town
NG19 0AB
☎: 01623 481117

Roles of Friends of Abbey

Chair

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

Typical responsibilities:

- Prepares for meetings (with the Secretary)
- Invites committee members, parents, and staff to PTA committee meetings
- Suggests items for the agenda
- Identifies outstanding items from the last meeting
- Prepares introductions for any new committee members attending
- Sets the ground rules for meetings, and makes sure they are inclusive and efficient
- Delegates tasks to other committee members and volunteers, and checks they're completed
- Liaises with the school, and requests a 'wish list' for the PTA committee to use when deciding which projects to fund
- Ensures the committee fulfils its role in respect of the governance of the association as set out in its constitution
- Ensures any decisions made are clear, fit the objectives of the association, and are made by agreement of the committee as per your PTA's constitution
- Makes sure the association is GDPR-compliant
- Ensuring meetings are held fairly and contributions from everyone are welcomed
- Being one of the designated signatories on the PTA bank account
- Getting to know PTA members and welcoming and encouraging new volunteers
- Drawing up the annual PTA calendar of events
- Being the PTA's primary link to the school
- Reporting income and expenditure information after each event to the School Liaison
- Ensuring the PTA is registered with regulatory bodies, e.g. the Charity Commission, and ensuring reports are submitted where necessary
- Preparing the publicity for events, including flyers, posters and tickets
- The PTA Chair cannot make decisions alone: all decisions must be made by the PTA committee and the school

Skills required:

- Strong leadership
- Enthusiastic
- Good mediator
- Confident and assertive
- Able to remain impartial
- Calm, friendly and approachable
- Organised and able to delegate



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Vice Chair

Main purpose of role: To be able to stand in for Chair when the Chair is unavailable and support the chair in leading the committee, ensuring the PTA is run in line with its constitution and according to the wishes of all members

Typical responsibilities:

- Stepping up as Chair when necessary with responsibilities as above.
- Being one of the designated signatories on the PTA bank account
- Getting to know PTA members and welcoming and encouraging new volunteers
- Supporting chair in drawing up the annual PTA calendar of events

Skills required:

- Strong leadership
- Enthusiastic
- Good mediator
- Calm, Friendly and approachable
- Good Team player, able to work well with others



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Treasurer

Main purpose of role: To manage and control PTA funds according to the wishes of the committee
Typical responsibilities:

- Keeps accurate, up-to-date financial records
- Presents financial updates at each committee meeting
- Manages the PTA bank account, and holds the association cheque book
- Arranges changes of signatories on the association bank account
- Makes approved payments
- Ensures procedures for making approved payments and claiming approved expenses are followed by all committee members
- Prepares the annual Treasurer's report for your AGM and arranges an independent examination of the association's accounts
- Completes the relevant Charity Commission's annual return if your PTA is registered as a charity
- Maintaining up-to-date records of all the PTA's financial activity
- Organising floats for fundraising events
- Ensuring money is kept safely before and during events, and banking takings afterwards
- Reporting income and expenditure information after each event to the Chair
- Ensuring PTA bank details and cheque books are safely stored

Skills required:

- Organised
- Good with numbers
- Confident handling money
- Basic understanding of bookkeeping
- Organised with an eye for detail
- Calm, approachable, and a team player

Time management

It's important that the PTA Treasurer sets aside time to keep the accounts up to date on a regular basis. By updating the accounts on a regular basis, the PTA Treasurer will be able to:

- Pick up where they left off last time
- Produce reports for your committee
- Keep track of cash and bank balances



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Secretary

Main purpose of role: To ensure the PTA runs smoothly and efficiently through the preparation and organisation of the committee's paperwork and communications

Typical responsibilities:

- Prepares for meetings (with the PTA Chair)
- Takes minutes at meetings, recording attendance, action points, decisions, and proposals
- Makes sure the association is GDPR-compliant
- Updates trustee details with relevant charity commission (as appropriate)
- Handles the association's correspondence
- Circulating the agenda and reports in plenty of time before meetings and identifying outstanding items from previous meetings
- Managing communication between the committee, volunteers, school and school community, including writing emails, newsletters and social media content, which may involve liaising with school admin staff
- Taking minutes during PTA meetings, typing them up and distributing them promptly to committee members once approved by the chair and head teacher.

Skills required:

- Organised and efficient
- Good listener
- Calm, friendly, and approachable
- Motivated
- Strong communicator
- Fast and accurate note-taker