



Stone Lodge School PTFA



Email: pta@stonelodgeschool.co.uk

Role Description – Chair/PTFA

Role of Chair

However informally or formally your PTA operates, it's best practice to have the role of Chair filled. If your Chair leaves mid-year, or you're finding it difficult to recruit someone into the role, the job can be done by other committee members taking it in turns to chair your meetings. The Chair may not step down if this leaves less than the minimum committee requirements as per your constitution.

Some associations have Co-Chairs/Joint Chairs, in this case they are both equally responsible for fulfilling the role and should take it in turns to chair meetings, this should be decided before the start of the meeting.

If you have a Vice Chair they will deputise for the Chair and would step into the role of Chair if they were absent, or had stepped down. The skills required for a Vice Chair would be the same as the Chair role.

Main purpose of the role

The Chair directs your meetings, making sure everyone's views are heard and everyone is involved in the meeting. He or she should make sure all committee members are familiar with the association's constitution, model policies if applicable and their role and responsibilities as a committee member and trustee (all committee members are automatically trustees if you are Charity registered).

Duties and Key Responsibilities

- Prepares for meetings (with the Secretary)
- Invites committee members, parents and staff
- Suggests items for the agenda
- Identifies outstanding items from last meeting
- Prepares introductions for any new members attending
- Sets the ground rules for meetings and makes sure they are inclusive and efficient
- Delegates tasks to other members and volunteers, and checks they are completed
- Liaises with the school and requests a 'wish list' for the committee to agree what to fund
- Ensures the committee fulfils its role in respect of governance of the association as set out in the constitution, for example holding an AGM, election of committee, working with the Treasurer to ensure annual returns are completed if the PTA is Charity registered
- Ensures any decisions made are clear, fit the objects of the association and by agreement of the committee as per your constitution.
- The Chair cannot make decisions alone - all decisions are made by the committee as a whole.
- Writes the annual report for the association (with the Secretary)
- Can be a signatory on the PTA bank account if needed (along with at least one other committee member)
- Making sure the association is GDPR compliant

Key skills

- Confident and assertive –able to control meetings and call to order when necessary, making sure everyone has an opportunity to speak.
- Ability to remain impartial – make sure contributions are brief and ensure everyone’s views are respected.
- Calm, friendly and approachable – as the main point of contact for the PTA for the school and parents the Chair must be inclusive and make sure everyone feels welcome.
- Organised and able to delegate – most PTAs have lots of activities going on and the Chair should make sure the workload is shared and tasks are completed as agreed.

Signed.....

Print.....

Date.....

Review Date.....