



SS. Peter & Paul
Catholic Primary School



S. Peter and S. Paul
RC School PTA

Chair and Co-Chair of PTA

Job Description: Chair of the PTA at S. Peter and S. Paul Catholic School, London EC10

Start date: November 2018

This is a voluntary role, and can be a job-share. The additional person must also apply and be voted in.

The role is for 12 months, and will normally continue until the next PTA Committee election date.

The position ceases immediately if the Chair is no longer a parent/carer at the school.

Personal attributes

Although a business background is desirable, it is not essential. Enthusiasm and commitment will count more.

Tact and discretion are paramount. Remain impartial.

Good organization skills. Reasonable head for figures. Able to create and manage XL spreadsheets.

Methodical and patient. Attention to detail.

Key Tasks

All roles on the PTA Committee are equal, however the Chair shall have both a deliberative and casting vote.

The Chairperson's casting vote shall be used only in the event of a tie.

Provide leadership and guidance for the committee.

Oversee policy updates for the PTA Committee.

Set dates for the PTA Committee meetings – one meeting per term.

Attendance at PTA Committee meetings

Chair the meetings, or appoint another Chair for the meeting.

Create the draft agenda for the meeting, and seek input for agendas.

Manage meetings in line with the agenda.

Work closely with the Committee members to ensure that the PTA is run effectively, and follow through.

Work alongside any 'bid team' to acquire corporate / charitable investment.

Liaise with corporate funding sources and Government/Council sources of funding.

With the secretary, ensure that the PTA web site is updated with fresh content and news.

Oversee the Annual General Meeting and the process of electing a new PTA.

Primary point of contact with the SLT (Senior Leadership Team) at school.

Keep up to date and compliant with regulatory prerequisites for a charity organisation.

With the school, create a calendar of fundraising and charity events.

Create an annual budget based on projected income and anticipated outgoings.

Initiate priorities for key events that are 'must haves' (kid's summer party, Year 6 disco).

Oversee priorities for projects to spend PTA funds.

Manage requests from school/teachers for contributions from PTA funds.

Ensure brand identity of PTA is maintained.