

# Welcome to St Michael's PTA

8.11.22

Steering group.

# What is a PTA?

- A PTA is a group of volunteer parents and teachers who work together to make their school a better environment for children to learn. They raise extra funds through a wide range of fun and creative initiatives, events, and much, much more.

In the past we have run the following events;

- Christmas Fair/Summer Fair
- Secrets Room
- Calendars
- Breakfast with Santa
- Christmas cards
- Discos
- Selling ice creams and much more!

# Our PTA is currently a Charity

A charity must abide by charity law, which includes operating exclusively for the charitable purposes it was set up to achieve, and by the rules laid out in your constitution.

# How to run a PTA?

## PTA must have a committee

Your PTA committee are elected to manage your PTA on behalf of its members. All **committee members** are equally legally responsible and accountable for running your association. (following constitution)

## There are 2 Types of **committee members (also known as trustees)**

1. Officers- these have specific roles such as Chair, Treasurer, or Secretary.
2. Ordinary Committee Members work alongside and support the officers but don't have a specific role

All Committee Members have equal voting rights, except for the Chair, who has an additional casting vote, where a vote is equally divided (tied).

## Additional support

In addition to your PTA's elected committee, you can have helpers who are willing to support your PTA. If you hold open committee meetings and helpers attend, they won't have a vote; only elected committee members can vote.

# We need you!

We currently haven't got a committee

- COVID
- Parents children have left.



**YOUR  
PTA  
NEEDS  
YOU**

What are we looking for?

# PTA Chair

## Main purpose of the role

- 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 eg, the Charity Commission, and submits reports where necessary.

## At the AGM (Annual General Meeting)

- Writes the annual report

Suits people who are...

- Strong leaders
- Diplomatic and fair
- Enthusiastic
- Good delegators

# PTA treasurer :

## Main purpose of the role

- 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
- Ensures money is kept safely before and during events
- Banks the takings from events and fundraisers
- Makes Gift Aid claims
- Implements procedures for making payments and claiming expenses
- Completes the Charity Commission annual return (if registered)
- Gets accounts audited where necessary

## At the AGM(Annual General Meeting)

- Prepares the financial report

Suits people who are

- Confident at handling money and budgets
- Good with numbers
- Methodical



# PTA Secretary

## Main purpose of the role

- The secretary ensures that the PTA's activities run smoothly. They use their excellent communication and organisational skills to arrange meetings, take minutes 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 minutes at meetings, recording the key points, decisions made and relevant action points
- Manages communication between the committee, volunteers, school and school community
- Prepares the publicity for events, including flyers, posters and tickets
- Ensures meetings have enough attendees to form a quorum
- Keeps records
- Shares information

## At the AGM (Annual General Meeting)

- Helps the chair prepare for the meeting and takes minutes on the day

Suits people who are...

- Great communicators
- Accurate writers
- Helpful and motivated

# PTA Committee Members (optional)

- You want to be on the committee but you don't want a specific role (Officer) You do however want to have voting rights.

# Vetting Checks

- If your PTA is a registered charity, the Charity Commission will expect your committee to carry out due diligence checks, by asking trustees and members to complete a trustee eligibility declaration form. [Trustee Eligibility Declaration Form](#), and read the [Safeguarding Guidance](#). The completed form should be kept as an internal document to demonstrate that the association has carried out due diligence.

**You must not act as a trustee if you are disqualified under the Charities Act, including if you:**

- Have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- Are bankrupt or have entered into a formal arrangement (for example, an individual voluntary arrangement) with a creditor
- Have been removed as a company director or charity trustee because of wrongdoing

# How long do I have the role for?

- All committee positions are elected by your PTA's members at its annual general meeting (AGM). PTA committee members hold their position for one year, until the next AGM.
- To be nominated and elected, committee members must also be members of the association.

# Am I alone in the Role?

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## We are a PTA Member

POW! Are you making the most of it?

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- There is no PTA police!

# What happens if we have no committee?

- The PTA is dissolved and the no events wouldn't be allowed to run.

~~Christmas Fair/Summer Fair  
Secrets Room  
Calendars  
Breakfast with Santa  
Christmas cards  
Discos  
Selling ice creams and much more!~~