Official role of Chairperson iaw PTA.Com

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

- Writes the annual report

Suits people who are…

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

Chair

The Chair is the leader of the PTA. They ensure their committee follows the constitution and wishes of all members. They chair and facilitate all meetings. This can include delegating responsibilities to other members, liaising with the school about fundraising priorities.

They also ensure their PTA is registered with regulatory bodies eg, The Charity Commission, if required by law to do so; and submits reports where necessary. They are required to write the annual report in preparation for the AGM. The Chair role suits people who are strong leaders, enthusiastic and have excellent communication skills