

Feathers Fundraising Team: Committee Roles and Responsibilities

What are the main roles and responsibilities of a PTA committee?

The usual structure of a PTA committee is to have at least three named officers: the chair, treasurer and secretary. While the exact duties of each role often vary from committee to committee, the principal responsibilities remain the same.

Check your constitution to find out how many committee members are needed to run your association.

FFT 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

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- Enthusiastic
- Good delegators

FFT 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 keep committee members apprised of the financial implications of upcoming events to ensure they are affordable 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

- Prepares the financial report

Suits people who are...

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

All committee members, not just the treasurer, are responsible for using the PTA's money in line with its purpose and constitution.

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FFT 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

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

Suits people who are...

- Great communicators
- Accurate writers
- Helpful and motivated

To make the secretary's life easier, appoint a communications officer to assist the secretary with social media, newsletters and event publicity.

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Vice/co-chair

The position of vice or co-chair involves working closely with the chair, including running meetings, encouraging volunteer participation, organising events and of course deputising in the absence of the chair.

- Suits team players who are highly organised

Communications officer

The Communications Officer can help and deputise for the secretary, and will coordinate social media, newsletters, emails and website up to date. The communications officer will also take responsibility for publicising events, fundraisers and any other PTA initiatives, including liaison with local media and send press releases.

- Suits confident people with good tech and communication skills

Raffles and lotteries officer

An agile PTA role that involves reaching out to local businesses for raffle prizes, sponsorship and services. They will also coordinate selling tickets and distributing prizes. This role can also include some fundraising responsibilities, such as running a school lottery or 100 club.

- Suits outgoing people who are confident and persuasive

Grants officer

The remit of this role is to research and apply for grants, typically for larger scale projects such as replacing play equipment. Working closely with the school and PTA committee to identify funding opportunities, the PTA grants officer applies to grant-giving trusts, local authorities and businesses for significant financial donations. Writing skills are a must, as the officer will have to complete applications and provide feedback.

- Suits people who have fundraising experience or are motivated to learn

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Pre-loved uniform coordinator

Second-hand, or pre-loved, uniform is brilliant. It's affordable for parents, it's a reliable money-maker for the PTA and it's environmentally sound. This role involves requesting and sorting through donations, washing and repairing as necessary, storing, pricing and organising sales. These may take the form of pop-up sales in the playground or uniform stalls at events. A great job for someone who can't make meetings.

- Suits people who are ecologically committed and enjoy sewing

Events coordinator

A dedicated events coordinator will help ensure good planning and that things run smoothly on the day. In the planning stages, they should work closely with the chair to complete risk assessments, organise bookings and licensing, plan infrastructure (power, lighting, layout etc), and all the details of a successful event. The PTA events manager is also the point of contact for all the volunteers and external parties involved in an event.

- Suits people with good organisational and communication skills. Also combines well with the Vice Chair role

Catering officer

From summer fairs to autumn discos, PTA events often involve feeding people in order to raise funds. The catering and refreshments officer organises PTA-run stalls, coordinates with parent volunteers and works with external vendors, such as pop-up caterers or ice cream vans coming on site.

- Suits people who have catering experience

Bake-sale coordinator

Bake sales are perennially popular and a great way to reliably top up PTA funds. If they happen frequently, a dedicated PTA bake-sale coordinator can be invaluable. The role involves agreeing dates with the school, getting volunteers on board to bake or staff the stall, and managing the sales hygienically and safely, with an awareness of allergens.

- Suits reliable people who love cake 😊 (and baking!)