



ROLE AND RESPONSIBILITIES OF THE PTA COMMITTEE CHAIR:

As an elected officer and member, the Chair automatically becomes a Trustee of the Sheringdale PTA (PTA) and has a legal duty to ensure that the PTA acts lawfully and is managed properly.

Whilst Trustees have a legal duty all decisions should be made collectively by the PTA Committee with no one individual taking sole responsibility for a Committee decision or activity. The Chair provides leadership of the Committee, sets the agenda for meetings and manages meetings in line with the agenda.

The Chair should ensure that issues are properly debated and an agreement is reached. Some Committee members will be better at expressing themselves than others; it is important that the chair welcomes contributions from all members of the Committee so that everyone feels involved. New members of the Committee may feel nervous at first. The Chair should welcome all new members, introduce them to the other members and encourage them to play an active part in the discussions.

Occasionally, disagreements arise. The Chair should remain impartial, call the meeting to order without upsetting the parties involved, and make sure that the Committee's decisions are not hindered in any way.

The Chair needs to work closely with the Treasurer and Secretary to ensure that the PTA is run effectively. The Chair can be a signatory for the PTA's bank account, along with either the Treasurer or Secretary or other elected Committee members.

KEY RESPONSIBILITIES:

- Trustee and member of the PTA Committee.
- Provide leadership; ensure the Committee fulfils its role in respect of governance of the Sheringdale PTA.
- Set the agenda for meetings, liaising with the Secretary.
- Ensure the agenda is followed and that all business is covered.
- Call the meeting to order when it is time.
- Welcome and involve new members.
- Sign the approved minutes of the last meeting agree a date for the next meeting close the meeting.
- Write the annual report, liaising with the Secretary and Treasurer.
- Sign cheques for the PTA with one other elected Committee Member.
- Get to know Committee Members.