



Chairman: Jenny Gois  
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## **PTFA Committee Roles**

All members of the Committee are legally a charity trustee and have control of the association, its property and funds. Committee members/trustees are responsible for making sure they are doing what it was set up to do as defined in the constitution. The 6 main duties of a trustee as defined by The Charity Commission are as follows:

1. Ensure your charity is carrying out its purposes for the public benefit
2. Comply with your charity's governing document and the law
3. Act in your charity's best interests
4. Manage your charity's resources responsibly
5. Act with reasonable care and skill
6. Ensure your charity is accountable

The PTFA Committee meets for 2 hours on average once a month throughout the school year to plan fund raising activities and make decisions on the distribution of the assets in line with the 'objects' to ensure that all activities are on track. The committee is assisted in organizing and running events by our team of PTFA member volunteers.

The proposed committee for 2021/2022 is made up of 8 roles. Nominations for these roles should be carried out via a completed nomination form (attached). Nominators and seconders are required to be members of the PTFA, and the completed form should be returned to Jenny Gois (Chair) via the school office or scanned and emailed to the PTFA e-mail address ([ptfa@malcolmsargent.lincs.sch.uk](mailto:ptfa@malcolmsargent.lincs.sch.uk)).

### **Chairperson**

Oversees and supports the PTFAs Coordinators in ensuring that all activities of the PTFA are run successfully. The Chair ensures that all legal obligations, associated with the running of the charity, are met – as well as chairing monthly meetings.

### **Vice Chairperson**

Supports and deputizes where required the Chairperson in the responsibilities listed above.

### **Secretary**

Responsible for taking minutes at all PTFA meetings and circulating to the committee and members. The Secretary will also act as the custodian of all of the documentation for and on behalf of the PTFA as outlined in the constitution including but not exclusive to the Constitution, the minutes, meeting agendas and member distribution lists.

### **Treasurer**

Responsible for the accounts of the PTFA, this role involves overseeing floats, event takings, banking, expense receipts, etc as well as summarizing financial data throughout the year and filing the end of year accounts.

### **Fayre Coordinator**

The Christmas and Summer fayres are sizeable contributors to the association's fund raising and as such the Fayre coordinator is an important role that oversees the organization of both events. Involvement would be in managing the following tasks: stall selection and field planning, letter writing/prize collection, stall set-up and manning during the fayre, and clear up on the afternoon post fayre, with the help and support of volunteers from the association's membership.

### **Communications Officer**

The communications officer will organize and coordinate all of the communications to the members including recruitment of volunteers for fund raising events throughout the year. The role will also coordinate the production of the PTFA newsletter, monitor and manage the association's social media sites and communications, and arrange for up and coming events to be advertised through various media.

### **Disco Coordinator**

The PTFA currently runs 6 discos a year, which are individually and collectively sizeable contributors to the association's fundraising. These are overseen by the Disco Coordinator who organizes refreshments and manages the set-up and running of the event on the night.

### **Retail Project Coordinator**

The Retail Projects Coordinator will organize, with the support of other volunteers from the association's membership, the sale of items such as second hand school uniform, Christmas cards as well as arranging for Rag bin collection, refreshments at school events and managing other projects as agreed from time to time by the committee.