



Job Role - CHAIR

Job function

To ensure that the business of the PTFA is conducted in accordance with the Mapledene PTFA code of conduct, to uphold the constitution of the PTFA, and prepare and submit statutory reports to Regulatory Bodies.

Main duties:

- Provide leadership
- Sign the approved minutes of the last meeting
- Suggest the agenda for upcoming meetings
- Run meetings in an efficient and timely manner ensuring that everyone is able to contribute
- Agree a date for the next meeting
- Welcome and involve new members
- Run AGM's to inform the school of the PTFA's success
- Sign cheques for the PTFA with one other committee member
- Liaise with the school to ensure funding is spent in the best manor to improve Mapledene for its pupils
- Make sure the association is GDPR compliant and seeks advice if needed

Key skills:

- Confident - able to run meetings efficiently and allow everyone the opportunity to speak.
- Remain impartial- make sure everyone's opinions and views are respected and decisions made are democratic
- Calm, friendly and approachable - make sure all members, new and old, feel included and welcomed and to remain calm in all situations.
- Organised and able to delegate - make sure the workload is shared and tasks are completed as agreed

Other information:

- Chairs will work alongside other committee members to ensure the smooth running of Mapledene PTFA.



