



Job Role - Vice Officer

Job function

To work closely with all committee members to ensure that the business of the PTFA is conducted in accordance with the Mapledene PTFA code of conduct. To offer support to committee members when needed and in case of absence of committee members.

Main duties:

- Work closely with the committee to ensure the smooth running of the PTFA
- Suggest items agenda for upcoming meetings
- Get to know members of the committee and use their strengths to run events efficiently
- Help to run meetings in an efficient and timely manner ensuring that everyone is able to contribute
- Help to agree a date for the next meeting
- Welcome and involve new members
- Help to run AGM's to inform the school of the PTFA's success

Key skills:

- Confident - able to help 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



