



Elmbridge Primary School, Elmbridge Road, Gloucester, GL2 0PE

Chair or Co Chair

Important information about the role

The Chair directs each meeting, making sure everyone's views are heard and everyone is involved in the meeting. They should make sure all committee members are familiar with the association's constitution, model policies if applicable and their role and responsibilities as a committee member and trustee (all committee members are automatically trustees if you are Charity registered).

The Chair has the opportunity to build excellent working relationships with the school, especially with the admin team and Senior Leadership Team. The

Main Responsibilities

- Prepares for meetings (with the Secretary)
- Coordinates inviting committee members, parents and staff.
- Suggests items for the agenda.
- Identifies outstanding items from last meeting.
- Prepares introductions for any new members attending.
- Sets the ground rules for meetings and makes sure they are inclusive and efficient.
- Delegates tasks to other members and volunteers, and checks they are completed.
- Liaises with the school and requests a 'wish list' for the committee to agree what to fund.
- Ensures the committee fulfils its role in respect of governance of the association as set out in the constitution, for example holding an AGM,

election of committee, working with the Treasurer to ensure annual returns are completed if the PTA is Charity registered.

- Ensures any decisions made are clear, fit the objects of the association and by agreement of the committee as per your constitution.
- Writes the annual report for the association (with the Secretary).
- Can be a signatory on the PTA bank account (along with at least one other committee member).
- Making sure the association is GDPR compliant.

Key attributes that the Chair should have:

- Confident and assertive –able to control meetings and call to order when necessary, making sure everyone has an opportunity to speak.
- Ability to remain impartial – make sure contributions are brief and ensure everyone’s views are respected.
- Calm, friendly and approachable – as the main point of contact for the PTA for the school and parents the Chair must be inclusive and make sure everyone feels welcome.
- Organised and able to delegate – most PTAs have lots of activities going on and the Chair should make sure the workload is shared and tasks are completed as agreed.

Important information about the role

The Chair provides leadership for 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.

The Chair will ensure that all new members feel welcome, and their contributions valued. The Chair will introduce them to the other members and encourage them to play an active part in the discussions at committee meetings.

To ensure the smooth running of meetings the Chair must remain impartial and make sure that all parties have a voice and the opportunity to participate in decision-making. The Chair cannot make decisions alone - all decisions are made by the committee as a whole.

The Chair will work closely with the Treasurer and Secretary to ensure that the PTA is run effectively. As an Officer of the committee, the Chair will be one of designated signatories and will sign cheques on behalf of the PTA along with other designated signatories.

If your Chair leaves mid-year, or you're finding it difficult to recruit someone into the role, the job can be done by other committee members taking it in turns to chair your meetings. The Chair may not step down if this leaves less than the minimum committee requirements as per your constitution.

There is the option to have Co-Chairs/Joint Chairs, in this case they are both equally responsible for fulfilling the role and should take it in turns to chair meetings, this should be decided before the start of the meeting.

Charity number :- 1110878