

PFE Committee Role Descriptions

CHAIR

Characteristics

The Chair provides leadership for the committee, sets the agenda for meetings, and manages meetings (general PFE and Committee meetings) in line with the agenda.

The Chair should ensure that issues are properly debated and an agreement is reached. 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 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 will work closely with the committee members to ensure that the PFE 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 PFE along with other designated signatories.

Job function

To ensure that the business of the PFE is conducted in accordance with the wishes of the representatives of the PFE, to uphold the constitution of the PFE, and prepare and submit statutory reports or information to Regulatory Bodies.

Main duties

1. Provide leadership
2. Sign the approved minutes of the last meeting
3. Set the agenda for meetings
4. Run meetings in an efficient and timely manner ensuring that everyone is able to contribute
5. Agree a date for the next meeting
6. Welcome and involve new members
7. Write the annual report in cooperation with the Treasurer and Secretary
8. Sign cheques for the PFE with one other committee member
9. Plan events and be able to volunteer at them
10. Maintain copies of our constitution and insurance documents. Additionally, retain Parentkind, Easyfundraising, Charity Commission, HMRC trustees, and GiftAid, and Barclays (bank account signatories) declaration and registration/login details and make sure information is up to date

VICE CHAIR

Characteristics

The support provided by the Vice-Chair is invaluable. Deputising for the Chairperson when necessary, the Vice-Chair helps to ensure that the Committee and all of the events continue to run smoothly. As with the Chair, leadership, enthusiasm and energy are necessary qualities for this post.

Job function

To support the chair in all aspects of their role, to ensure that the business of the PFE is conducted in accordance with the wishes of the representatives of the PFE and to uphold the constitution of the PFE.

Main duties

- To chair meeting in the absence of the Chair
- To draw up annual PFE programme in consultation with the Chair
- To prepare meeting agendas by consulting with the PFE Chair
- To welcome and involve other parents into the PFE
- To lead parent and wider school community engagement in PFE (class representatives, use of local contacts and skills).
- To prepare with the Chair the PFE annual report for the Annual General Meeting and the year-end report to the Charity Commission

- Plan events and volunteer at them

SECRETARY

Characteristics

The Secretary ensures that the PFE runs smoothly and provides a link between Committee Members and the PFE, and between the PFE and the School. This requires good organisational and communication skills and being able to stick to deadlines.

Job function

The Secretary is a key committee member as they are responsible for ensuring effective communication links between committee members and between the PFE and the school.

The Secretary deals with all the correspondence that the PFE receives and helps the Chair ensure that meetings run smoothly. As well as dealing with correspondence, the Secretary will need to help make bookings and other arrangements for events. They may also be involved in co-signing cheques on behalf of the PFE.

Attendance at PFE meetings is required. There are about 6 meetings per year with one taking place each half term. If unable to make the meetings, finding someone to take the minutes would be necessary.

Main duties:

- Deal with mail correspondence and collect from school office
- Arrange meetings or help arrange events
- Prepare and distribute agendas (via Classlist and in print for PFE meetings)
- Attend PFE meetings and take the minutes of meetings, type them up and distribute them (via Classlist)
- Ensuring posters are displayed around the school in good time (includes coordinating with Gino Gerardo, the school's site manager)
- Print and/or photocopy letters or flyers to be sent home to parents/carers, and organise via the school's family mail system
- Ensure that enough committee members or general members are present to make the meetings quorate
- Apply for TEN Licenses via Camden for events within the required time frame
- Sign cheques as required
- Be an ambassador for match funding
- Assist writing the annual report with the other Committee members
- Assist with event planning and be present at events to help out

TREASURER

Characteristics

A key role for all committee members is to manage and control the funds the PFE raises. Although all the committee members have equal responsibility for the control and management of PFE funds the Treasurer plays an important part in helping the committee carry out these duties properly.

Attendance at the PFE events is required.

Job function

The Treasurer ensures accurate financial records are kept and best practice procedures are followed for counting money, banking and making payments. The Treasurer will keep the committee updated with regular reports, and ensure end of year reports are completed for the association's AGM and the Charity Commission's annual return report.

Main duties

- Day-to-day management of accounts, including issuing invoices and receipts on behalf of the PFE and making payments
- Prepare and update financial ledgers on a regular basis
- Manage the PFE bank account and hold the cheque books and paying in books

- Retain photo copies (or images) of PFE cheques and receipts
- Make approved payments
- Arranges the changing of signatories on the PFE's bank account
- Organise floats for fundraising events, collect and reconcile monies raised at these events and report totals raised to the appropriate stakeholders
- Prepare and report financial statements for PFE meetings
- Prepare the necessary financial report for the Annual General Meeting
- Prepare the Charity Commission's annual return report; liaise with the named independent examiner and provide required documents
- Manage GiftAid donations
- Attend fundraising events to distribute floats and to collect or redistribute money appropriately while the event is taking place. **There are 5-6 events each school year.**

PUBLICITY OFFICER

Characteristics

A vital role within the PFE is promoting and communicating work of the PFE. The publicity officer must be an excellent communicator both in writing and in person.

Job Function

To communicate and promote the work of the PFE.

Main duties

Assist the PFE with all communications tasks, both electronic and printed, to ensure the Emmanuel School community is aware of all meetings, fundraising efforts and social events. Such tasks include, but are not limited to:

- Drafting and disseminating to the headteacher/school staff any PFE messages to be included in the school newsletter
- Drafting and disseminating PFE communications via Classlist (includes event announcements, requests for volunteers and donations, reminders, messages to Class Reps, etc.)
- Managing Classlist. This includes monitoring content to ensure parents are adhering to posting guidelines, assisting Class Reps new parent registrations and ensuring Classlist is fully functional
- Drafting periodic PFE newsletters and reports, including the end-of-year newsletter and the annual report to the Charities Commission
- Updating the PFE page on the school website
- Designing, printing and disseminating PFE event and fundraising marketing flyers
- Designing, printing and hanging event stall posters and banners.
- Other electronic/written communications for the PFE as needed (e.g., creating fundraiser order forms, colouring contest entries)