

## **Job Descriptions – Chair of the PFA and Treasurer**

### **Chair of the St Luke's Parents' and Friends' Association (PFA)**

We are looking for an enthusiastic, energetic and committed individual (or pair of individuals who might want to share the role) to take on the Chairmanship of the St Luke's PFA<sup>1</sup> for the next two years (September 2019-July 2021). In doing so you will be supported by parents, the Vice Chair, the Secretary to the PFA and the Treasurer, plus a dedicated group of volunteer Class Reps and the school itself. Although St Luke's is a small school, it manages to raise in excess of £15k per year, which is used directly by the school. In past years PFA-led activities have funded improvements to the lower playground and the school kitchen, and the PFA is currently fundraising for touchscreen boards for the classrooms.

The Chair provides leadership and co-ordinates with the school the organisation of all PFA events, liaising regularly with the Headteacher to ensure the PFA is working in harmony with the school.

There is scope within the role for you as the new Chair to run the PFA in a way that suits you and your availability, and in a way that maximises the resources available to support you – we are open to new ideas!

#### **Job purpose:**

To ensure that the business of the PFA is conducted in accordance with the wishes of the representatives of the PFA and to uphold the PFA constitution.

#### **Main Duties:**

1. To agree in advance with the Headteacher (via meetings approximately once every 3 months) the annual programme of PFA-led events;
2. To set the agenda for and Chair PFA meetings, ensuring they are effective and that decisions taken are carried out in a way that reflects the needs and wishes of the PFA reps;
3. To ensure that PFA business is conducted in an open and transparent way, and that minutes of the meeting are approved and posted on the school website within 2 weeks of a meeting;
4. To support and authorise the work of PFA members;
5. To correspond with sponsors, members of the PFA, and parents/friends (via the weekly school newsletter or PFA webpage where applicable) on specific actions and events
6. To publicise and foster engagement and support for PFA-led activities to maximise PFA fundraising potential;
7. To act as a designated signatory on cheques issued by the PFA.

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<sup>1</sup> The aims of the PFA are: to raise funds to benefit the school, and enrich the experiences of pupils attending St Luke's C.E. Primary school, that cannot be funded through the school budget; to engage in activities which enrich the opportunities for the pupils; and to engage in activities to foster relationships between parents, staff and other members of the school community.

## Treasurer of the PFA

We are looking for a suitably qualified, organised and committed individual (or pair of individuals who might want to share the role) to act as the Treasurer of the St Luke's PFA for the next two years (September 2019-July 2021). In doing so you will be supported by the Chair, the Vice Chair, the Secretary to the PFA and a dedicated group of volunteer Class Reps. Although St Luke's is a small school, it manages to raise in excess of £15k per year, which is used directly by the school. In past years PFA-led activities have funded improvements to the lower playground and the school kitchen, and the PFA is currently fundraising for touchscreen boards for the classrooms.

### **Job Purpose:**

The Treasurer plays a key role in managing and controlling the funds the PFA raises and maintains up to date records of all PFA financial transactions. Having a good understanding of financial issues is key to the role.

### **Main Duties:**

1. Day to day management of accounts, including issuing bills and receipts on behalf of the PFA, and making payments (including to the school for items they need to purchase with PFA funds);
2. Managing the filing of any changes with the Charities Commission, and/or with the bank, and the filing of bi-monthly returns to Kingston Council;
3. Liaising with the St Luke's lottery provider to ensure continuity of services;
4. Preparing and updating financial ledgers on a regular basis;
5. Completing banking transactions on behalf of the PFA on a regular basis;
6. To put in place robust procedures for handling PFA generated monies; organising floats for PFA-led events, collect and reconcile monies raised at events and report on totals raised;
7. To process Gift Aid reimbursement on specific areas of fund raising, e.g. school mufti days;
8. Prepare financial statements and reports for PFA meetings in accordance with the PFA constitution, including the preparation of the Annual Financial Report for the AGM (and to organise independent review of that report).