



PAF Association Key Roles and Responsibilities

- **Chairperson:**

- Chairs and facilitates meetings, ensuring all members can contribute.
- Sets meeting agendas and dates.
- Acts as the main link between the PAF Association and the school.
- Delegates tasks and ensures they are carried out effectively.
- Writes the annual report and manages the PAF's relationship with regulatory bodies.

- **Vice-Chairperson:**

- Deputises for the Chairperson when necessary.
- Supports the Chairperson in providing leadership and ensuring smooth operations.
- Helps to involve new members and volunteers.

- **Secretary:**

- Helps the Chair write the annual report.
- May take meeting minutes.
- Can be responsible for managing email lists, communicating with parents/carers and social media representation.

- **Buyer:**

- Responsible for event purchasing and sourcing Best Value including
- Storing and managing of event item stock.
- Helps to raise community links to support purchasing and Best Value

- **Treasurer:**

- Manages the PTA's finances, keeping accurate and detailed records.
- Manages the PTA bank account, including arranging for signatories and making approved payments.
- Prepares financial reports for meetings and the annual general meeting (AGM).
- Ensures safe handling and banking of money raised at events.