

# Role of a Vice-Chair

## Main purpose of the role

The Vice Chair deputises and supports the role of the Chair. Regularly attend committee meetings with voting rights.

## Duties and key responsibilities

- Helps prepare for meetings (with the Secretary and Chair)
- Carries out tasks as instructed by the Chair
- Supports the Chair to liaise with the school and request 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 commission registered
- Can be a signatory on the PTA bank account (along with at least one other committee member)
- Making sure the association is GDPR compliant (this is a key responsibility of the role)
- Draft Grant Applications
- Compliance with health and safety legislation for PTFA events e.g. drafting risk assessments
- Draft policy documents as required by governing body

## Key skills

- Ability to remain impartial – make sure contributions are brief and ensure everyone's views are respected.
- Calm, friendly and approachable – as a main point of contact for the PTA for the school and parents the Vice-Chair must be inclusive and make sure everyone feels welcome.
- Organised and efficient and able to delegate – writing policy documents etc.
- Confident and assertive –able to control meetings and call to order when necessary, making sure everyone has an opportunity to speak.
- Good grasp of English language in order to draft policy and grant applications.