

Walton Primary School PTA

Elected Roles and Responsibilities



Chair (Elected Role)

This role can be held jointly/shared by two people.
Updated as of October 2026

Main purpose of the role

The Chair(s) helps bring the PTA together, providing direction and support so that the committee works effectively as a team.

Working closely with the Treasurer, Secretary, school and wider committee, the Chair(s) helps turn ideas into action, encourages everyone to have a voice and ensures the PTA is run in line with its constitution and the decisions made by its members.

Typical responsibilities

- Working with the Secretary to plan and chair PTA meetings, ensuring discussions are friendly, fair, productive and everyone has an opportunity to contribute.
- Helping the committee agree priorities, plan the annual calendar of events and turn ideas into achievable plans.
- Coordinating and delegating tasks across the committee and volunteer team, offering support and encouragement – **the Chair isn't expected to do everything!**
- Creating a welcoming and inclusive environment for PTA members, new volunteers and different ideas and viewpoints.
- Acting as the PTA's main link with the school, building a positive relationship and working together to identify priorities and agree how PTA funds can best support the school.
- Preparing the Chair's annual report for the AGM and acting as one of the authorised signatories on the PTA bank account.
- Helping ensure the PTA operates in line with its constitution and that required registrations and reports, including those relating to the Charity Commission where applicable, are kept up to date.
- Ensuring appropriate insurance and licences are in place for PTA activities, including Temporary Event Notices (TENs) and Small Society Lottery requirements where needed.

You might be a great Chair if you...

- Enjoy bringing people together and helping a team work towards a shared goal.
- Are enthusiastic about making school life even better for children and families.
- Are a friendly and confident communicator.
- Are organised and able to keep an eye on the bigger picture.
- Are comfortable listening to different viewpoints and helping people reach an agreement.
- Are happy to delegate and encourage others to get involved.
- Can build positive relationships with parents, carers, school staff and volunteers.
- Are approachable, fair and willing to listen.

You don't need previous PTA or committee experience. You don't need to have all the answers either! A good Chair is someone who can listen, encourage others, help keep things organised and bring people together. You'll be working as part of a team, with support from the other committee members.

And remember – this can be a shared role. Two people can stand as Joint Chairs, working together and sharing the responsibilities and workload.