



Role of Vice Chair

The Main Purpose of the Vice Chair

The Vice Chair supports the committee to build effective communication links between the school and the association. The Vice Chair will deputise for the Chair in their absence, directing the committee's meetings, making sure everyone's views are heard, and that everyone is involved in the meeting. They are responsible, in partnership with the Chair, to ensure that all records are accurately maintained.

Duties and Responsibilities of the Vice Chair

The Chair and Vice Chair will work in partnership to ensure that the following duties and responsibilities are met, with workload being shared and agreed as required.

The Vice Chair will deputise for the Chair if they are absent.

- Prepares for meetings (in partnership with the Chair)
- Invites committee members, parents, and staff to PTA committee meetings
- Takes minutes at meetings, recording attendance, action points, decisions, and proposals
- Circulates approved minutes, along with a reminder of any actions agreed
- Maintains association records
- Makes sure the association is GDPR-compliant
- Updates trustee details with Charity Commission (as appropriate)
- Handles the associations correspondence
- Suggests items for the agenda
- Identifies outstanding items from the last meeting
- Prepares introductions for any new committee members attending
- Sets the ground rules for meetings, and makes sure they are inclusive and efficient
- Delegates tasks to other committee members and volunteers, and checks they're completed
- Liaises with the school, and requests a 'wish list' for the committee to use when deciding which projects to fund
- Ensures the committee fulfils its role in respect of the governance of the association as set out in its constitution – for example, holding an AGM, electing committee members, working with the Treasurer to ensure annual returns are completed and filed with the Charity Commission
- Ensures any decisions made are clear, fit the objectives of the association, and are made by agreement of the committee as per the constitution
- The Chair cannot make decisions alone: all decisions must be made by the whole committee
- Writes the annual report for the association (in partnership with the Chair)
- Writes the Chair's report for the AGM (in partnership with the Chair)
- Can be a signatory on the bank account (along with at least one other committee member)

Key skills

- Confident and assertive – able to control meetings and call them to order when necessary, making sure everyone has an opportunity to speak
- Able to remain impartial – ensures contributions are brief and that everyone's views are respected
- Calm, friendly and approachable – as the main point of contact for the association for all members, the Chair must be inclusive, and make sure everyone feels welcome. The Chair should also be able to communicate confidently with the school and the committee members
- Able to delegate - the Chair should make sure the workload is shared between both committee members and volunteers and that tasks are completed as agreed
- Organised and efficient – keeps accurate records in a format that can easily be handed over to a successor
- Good listener – able to identify key discussion points, actions, and agreements at meetings to accurately record in minutes

Charity Status

Friends of Riverside Primary School is a registered charity. Thereby upon election as Committee Member you are undertaking the commitment to become a trustee of the charity.

All Committee members should be vetted annually to ensure that they are eligible for the post, including having undertaken DBS clearance and read the safeguarding guidance.

You will be required to sign the Charity Commission for England and Wales's trustee eligibility declaration form. The completed form should be kept as an internal document to demonstrate that the association has carried out due diligence.

You must not act as a trustee if you are disqualified under the Charities Act, including if you:

- Have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- Are bankrupt or have entered into a formal arrangement (for example, an individual voluntary arrangement) with a creditor
- Have been removed as a company director or charity trustee because of wrongdoing

Useful Links

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/960027/Trustee_Declaration_Form_Fields_December_2020.pdf

<https://www.gov.uk/guidance/safeguarding-for-charities-and-trustees>