



Terms of Reference – Chairperson

As elected Chairperson of the Friends of Denver School Committee your role has the following overview:

- The Chairperson provides leadership to the committee and manages meetings in line with the agenda and school calendar.
- You should ensure that if any issues arise, they are properly dealt with in a swift manner, making sure the issue is debated and an agreement is reached.

The Chairpersons responsibilities include but are not exhaustive of the following:

- Liaise regularly with the Head Teacher to ensure the correct protocols are followed with respect to events, fund raising activities and annual meetings.
- Ensure the committee is suitably manned, with completed Terms of References.
- Give guidance to committee members on fulfilling the Terms of References and redress any failings.
- Monitor and update the Friends page on the school website, appointing suitable admins to assist. The Chairperson will be ensuring it consists of PTA business only.
- Check that the PTA has suitable insurance in place for all organised events.
- Co-ordinate events / fundraising activities throughout the academic year to supplement or enhance the learning environment provided by the school.
- Organise, chair and manage frequent meetings, including the AGM for event organisation /progress.
- Undertake a handover on the point of stepping down as Chair.
- Ensure that an Annual General Meeting (AGM) is completed and documented every academic year, with committee post being elected / re-elected at the AGM.
- Carry out post event debriefs ensuring all documents to assist the future running of events is retained in the PTA file.
- Approve the agenda and authorise publication of approved minutes of the last meeting.
- Ensure attendance of at least one committee member at the induction meeting for parents especially New Starters, to deliver a Friends overview.
- Ensure all committee members feel valued, are respected and encouraged to play an active part in discussions and event organisation.
- It is essential that the Chair remains impartial and ensures decisions are not hindered and individuals are not to feel undermined or upset, if so the matter is to be dealt with swiftly.

As a member of the Friends of Denver School:

- Ensure the PTA is carrying out its purpose for the public benefit
- Comply with the PTA's constitution and the law
- Act in the best interests of the PTA
- Manage the PTAs resources responsibly
- Ensure the PTA is accountable
- Comply with the PTA safeguarding protocol