

# Chair / Co - Chair

- Leads the PTA and normally chairs meetings to ensure all views are heard
- Sets date and Agenda for meetings
- Delegates tasks to other members and volunteers
- Liaises with the school to agree and set dates for events and ensure they are publicised accordingly
- Ensures, together with the trustees that committee fulfils its role in respect of governance of the association
- Leads communication with the volunteers and email correspondence in conjunction with the secretary
- Ensures required documentation is completed for events – e.g. risk assessment
- Prepare feedback (Chairs Report) for the AGM

*The role can be shared amongst 2 co-chairs*