Role of Co-Chairs (two people sharing one role)

Main purpose: To direct the committee's meetings, make sure everyone is involved and their views are heard. The Co-Chairs should ensure all committee members are familiar with the constitution and their roles and responsibilities. The Co-Chairs hold the casting vote if the outcome of a vote is tied. Together they hold one vote.

Key responsibilities

These can vary depending on the size and needs of the school, but commonly include:

- Preparing and setting the agenda for meetings, with the Secretary
- Setting the ground rules for, as well as chairing, meetings
- Delegating tasks to other committee members and volunteers, checking they are completed and offering support where needed
- Liaising with the school
- Ensuring the committee is governed in line with its constitution
- Ensuring any decisions are made correctly and fit the objectives of the association as set out in the constitution
- Writing the Chair's report for the AGM
- Acting as a signatory on the PTA bank account, if agreed by the committee

Working as Co-Chairs

- Agree at the start of the year how the Chair duties are split, and share this with the committee.
- Speak with one voice, and keep each other informed of decisions and conversations with the school.
- Agree in advance who chairs each meeting and who covers if one of you is absent.

Qualities of a good Chair

- Confidence, with the ability to inspire and guide others
- Assertiveness, to be able to manage meetings
- The ability to remain impartial and be inclusive
- A calm, friendly and approachable manner
- Organisational skills, to manage multiple projects
- The ability to delegate, so the workload is shared and tasks are completed