



Parenti**kind**

Bringing together home & school

Role Description and
Person Specification

About Parentkind

We want more parents involved and engaged in their child's education, and in more ways at home and at school. We are working towards a future where this is considered an essential ingredient in the success of our children's education by society, schools and parents themselves by:

- Engaging and inspiring individual parents
- Supporting our PTA and other member associations
- Helping schools be parent-friendly through guidance and training
- Working with partners
- Championing parents' role in education and school life to education sector interests and policy makers.

Our purpose is to empower all with parental or educational responsibility to improve the life chances of children, young people and their communities.

Next year we begin our new five-year strategy. Our new Chair will lead the board to help make our new aspirations our future reality. This means embracing new ideas, trialing innovation and, in some ways, changing the way we work. Covid-19 has transformed education and during this time we have launched surveys which 250,000 parents have responded. During this vital time for education we want to ensure that the voice of parents is heard.

In February 2018, we changed our name from PTA UK to Parentkind. We did this to help achieve this mission and better reflect the range of ways in which we will support all parents in their child's education and school life, and indeed embrace the full range of mums, dads, grandparents and carers who carry out this role.

We are proud to be the leading membership organisation for parent teacher associations in England, Wales and Northern Ireland. Our member associations (PTAs, PTFAs, Friends Associations, Home School Associations, Parent Councils, Parent Forums to name a few) come in all shapes and sizes, so Parentkind seeks to represent all these parent groups as they strive to help every child in their school.

As well as helping parent groups on the ground, we provide resources to support parent participation in education at school and at home so that every child can thrive and reach their potential.

Our core values as Parentkind are to be:

Brave – We address issues head on;

Informed – We base our decisions and actions on fact;

Co-operative – We work together to achieve more than we can on our own;

Entrepreneurial – We embrace ideas knowing we will sometimes make mistakes, but we will learn from them;

Progressive – We challenge ourselves and others to make change.

Further information

Further information about Parentkind can be found in our [accounts](#).

Please also see Parentkind's [Memorandum and Articles of Association](#).

Duties and Key Responsibilities of the Treasurer of Parentkind

The role of Treasurer is to maintain an overview of the organisation's financial affairs, ensure its financial viability and ensure that proper financial records are maintained and appropriate procedures are followed.

The Treasurer is first and foremost a trustee of the charity. The role of all trustees is to ensure that Parentkind fulfils its duty and delivers its vision, mission and values.

Key Responsibilities will include:

Particular for the Treasurer

- To Chair the meetings of the Money & Risk committee and ensure they are conducted efficiently and effectively to enable the charity to be properly governed in the long-term interests of Parentkind.
- To develop effective working relationships with the Director of Finance and Operations and other members of staff to promote and enhance outstanding governance and financial oversight of Parentkind by being available and proactive between formal Board meetings, for briefings and discussions and to constructively question and provide support and guidance as appropriate.
- Work with other Trustees to ensure that Parentkind remains financially stable and that robust financial control and risk management systems are maintained.
- To ensure that Parentkind is compliant with all legal, financial, reporting and other requirements.
- Understand, scrutinise and act on financial and other monitoring information presented.
- Protect and manage the property and other assets of the charity and ensure proper investment of the charity's funds in a way that adds to public confidence and trust in the charity.
- Establish robust systems for internal financial control and the protection of the charity's funds and assets while maintaining financial stability and efficient administration.

All of our trustees must

- Understand Parentkind's aims and objectives as set out in its Memorandum and Articles of Association and to ensure that it operates in accordance with them and provides public benefit.
- Ensure, with professional advice where appropriate, that we comply with all regulatory and statutory requirements and exercise overall control over Parentkind's financial affairs.
- Have a clear understanding of the scope of authority delegated to the Chief Executive and accept the difference in roles between the Board, the Chief Executive and staff of Parentkind, ensuring that all parties work effectively and cohesively for the benefit of the organisation.
- Take reasonable steps to ensure that Parentkind and its representatives comply with its governing document, charity law, company law and any other relevant legislation or regulations.

- Attend and contribute to meetings of the Board and of any committee of the Board as appropriate and to attend other Parentkind events, in particular, its Annual General Meeting (AGM).
- Regularly review Parentkind's risk register.
- Ensure the Board is properly constituted, balanced and competent, including clear procedures for selection, training, retirement and, if necessary, removal of Trustees, Board appraisals and to ensure arrangements are followed for recruiting the Chair and committee members.

Strategy

- Trustees must, with the help of the Executive Team, formulate and review regularly our vision, strategic objectives and plans.
- Contribute to the development of strategic direction and goals, supporting the development of business plans and annual budgets.
- Set overall policy, defining goals and targets and evaluate performance against agreed targets, continually striving for good practice in governance.

General

- Adhere to Parentkind's Trustee Code of Conduct (see Appendices A) and act in the best interests of the Charity for both present and future beneficiaries.
- Read and understand all supporting papers and, if unable to attend a meeting, give opinions to the Chair in advance.
- Abide by Parentkind policies, including Anti-Bribery and Whistleblowing policies.
- Represent the Board's agreed position when speaking on behalf of Parentkind.
- Safeguard the good name and values of Parentkind.
- Exercise a duty of care towards the staff of the Charity.
- Maintain confidentiality about all aspects of the business, bearing in mind the over-riding legal obligations placed upon Trustees. Confidential information or material (relating to customer, staff, commercial business, etc.) provided or discussed must remain confidential and be managed according to relevant legislation.
- Review the Board's performance annually.
- Act fairly and in accordance with best practice in making decisions affecting the appointment, recruitment, development, appraisal, remuneration of the Chief Executive and other staff.
- Policies and strategies agreed by the Trustees should be unambiguous and practical, to support the Chief Executive and staff implementing them.
- Trustees should not undermine the Executive Team by word or action. If a Trustee has concerns about the performance of a member of staff, including the Chief Executive or has concerns about financial irregularities, this should be taken up with the Chair who will act upon the information appropriately and in accordance with agreed procedures.

Time Commitment:

The Board meets 4 times a year with an annual away day linked to one of the meetings with an overnight.

The Treasurer will have regular meetings with the Director of Finance & Operations and with other team members.

Ad hoc visits to the office in Tonbridge when safe to do so.

The expected time commitment is 1 day per month made up of meetings and other prep/phone/email work.

Person Specification for Treasurer

Essential

- A demonstrable passion for and commitment to Parentkind's vision, mission and values and to promoting the importance the parent voice in education.
- A recognised financial qualification
- Willingness to devote the necessary time and effort including attendance at meetings and chairing the Money & Risk Committee.
- Responding to electronic debate and decision
- Understanding of the key issues involved in running a business and a charity
- Strategic vision
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Sound, independent judgement and willingness to speak their mind
- Ability to think creatively
- Ability to work effectively as a member of a team
- Ability to agree and to adhere to the Nolan seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership