

Roles within the PTA Committee

The Committee of the PTA shall consist of the Chairperson, Secretary and Treasurer plus their deputies together with other members.

The Role of the Chairperson

1. Attend committee meetings approximately once every half term — minimum of 6 a year.
2. Prepare the agenda for the meetings.
3. Chair the meetings.
4. Co-ordinate ideas and suggestions.
5. Delegate tasks and organise sub-groups for different events.
6. Take and receive some telephone calls at home.
7. Take part in some events/activities as one's own time permits.
8. To represent the committee where appropriate.
9. To actively seek co-operation and support from the Grammar School PTA.

The Role of Vice Chairperson

1. To assist and deputise for the Chair in all of the duties listed above.
2. To support and authorise the work of the Treasurer and Secretary.

The Role of Treasurer

1. Report on all meetings re financial position.
2. Pay all invoices.
3. Bank all money.
4. Provide floats and usually sell or organise sale of raffle tickets.
5. Keep records.
6. Prepare annual accounts.
7. As an Officer of the committee take an active role in organising events (in conjunction with other members).

The Role of the Secretary

1. To take minutes at meetings then type up and distribute to all committee members (via email and the school office).
2. To inform members by letter/telephone of upcoming dates or amendments of meetings and events.
3. To prepare agendas for meetings (in conjunction with Chairperson).
4. To produce flyers, tickets etc. for upcoming events (in conjunction with School Office).
5. To send letters of requests/thanks as required by the committee.
6. To assist the chair and other officers with secretarial requirements.
7. To generally assist with needs of the committee.

N.B. If the role is shared then duties are light and level of commitment is flexible!