Committee roles

The Chair role:

- Provides leadership and ensures the committee fulfils its function in accordance with the constitution
- Signs the approved minutes from the previous meeting
- Sets the agendas for meetings
- Liaises with the Secretary and Treasurers team
- Writes the annual report with the help of the Secretary
- Liaises between parents, school and governors as required
- Helps promote community building

The Vice-Chair role:

- Supports the Chair in their role
- Present at events if Chair cannot attend
- Pursues/promotes new and existing fundraising events
- Helps co-ordinate events

The Treasurer role:

- Produces auditable accounts in accordance with the Charity Committee
- Arranges Audits
- Prepares and so-sigh cheques
- Presents financial reports at each committee meeting
- Provides an account for cash floats at events
- Liaises with the bank
- Manages charity registration and Gift Aid
- Arranges bank mandates and list of authorised signatories
- Makes payments as approved by the Chairs
- Pays agreed expenses
- Counts and bank monies
- Arranges for a float to be available for use as petty cash, and kept at the school

The Secretary role:

- Handles correspondence
- Ensures that there is clear communication between committee members, association (parents) and the school.
- Manages the PTA’s email.
- Writes up minutes from meetings
- Prepares meeting agendas
- Calls meetings with a reasonable notice period
- Writes the annual report with Chair/Chairs
- Distributes minutes to all committee members and the association
- Keep records of attendance at meetings

Email – Christthesaviourpta@mail.com
PTA Volunteer roles (non Exec)

Class Representatives

Our class representatives undertake a very important role. There are usually two representatives per class who provide a link between individual classes and parents and the PTA committee. The support from class representatives is vital when it comes to organising our main events from selling tickets to organising rotas of help. We really could not manage without them.

For 2012 we have created a new role, that of year representative, to ensure easier communication with the main Committee.

We also have a number of other volunteer roles; the list below is by no means exhaustive as we are always responsive to new suggestions! Please email christthesaviourpta@mail.com with your ideas.

Second hand uniform sales
Eco Kids
Boden
Refreshments team
Cake sales team
Lost Property co-ordinators
Book Fair team