

Catcott School P.T.A
Catcott Primary School, Manor Road, Catcott, Bridgwater, Somerset. TA7 9HD
Charity Number: 1027995



Committee Roles and Responsibilities – October 2017

Overview

The **PTA Committee** is made up of a number of key roles. These roles and their associated responsibilities are set out below. Together the Committee leads the PTA and co-ordinates fundraising and events. Committee roles are allocated at the Annual General Meeting. Please note that in some cases there may be an element of flexibility within a role to suit an individual.

The PTA Committee is supported by wider team of **school teachers** and **PTA Members/Class Representatives** who contribute to monthly meetings, form sub teams to plan events and help out regularly. Our Members/class representatives are invaluable – without them our bingo and movie nights, discos and other events simply wouldn't happen.

The PTA Committee and Members are, in turn, supported by a wider network of **PTA Supporters**. Our PTA Supporters may not be able to attend our monthly meetings (although everyone is always welcome) or get involved in the planning events but nevertheless give us their valuable support. They occasionally lend a hand by helping out for an hour at an event, baking a cake or even looking after the kids so that others are free to help out. Their support is essential.

Chair

- Co-ordinates the overall running of the PTA ensuring that fundraising, events and activities take place.
- Works closely with the other committee members, class representatives to ensure the PTA is run effectively.
- Co-ordinates liaison with the Senior Management Team, for example to agree schedule/dates of events and discuss requests for funding. Co-ordinates with the school council.
- Co-ordinates planning of local events and activities and working with members, class representatives and supporters with the vice-chair.
- Sets the agenda for meetings.
- Manages meetings (along with Vice Chairs), ensuring that everyone has an opportunity to contribute.
- Works with Vice Chairs to welcome and involve new members.
- Signs cheques for the PTA.
- Supports sub teams in the planning of specific events and activities.
- Works with the Secretary to ensure that the PTA is run in line with the requirements of its constitution and charitable status.
- Leads preparation of the Annual Report.

Vice chair

- Deputy for Chairs responsibilities.
- Co-ordinates planning of local events and activities and working with teachers, school council, members, class representatives and supporters.
- Assisting with letters and tickets and helping to find helpers for events and activities.
- Co-ordinates first aid for local events.
- Arranges resources – looks after sheds and co-ordinates supplies for events and activities.
- Encourages new parents to join the PTA or help out at events.
- Ensures that money from local events is passed safely to the Treasurer and keep float for use at smaller events.
- Assists the Chair in running meetings.
- Works with the Chair to prepare the Annual Report.

Treasurer

- Maintains the financial records and manages banking.
- Prepares and co-signs cheques as required.
- Ensures that payments and reimbursements are made in good time.
- Records income and expenditure.
- Withdraws money and provides a cash float for events.
- Collects, counts, banks all income from events.
- Prepares reports for chair and committee / AGM.
- Prepares annual accounts.
- Renew licences and memberships when necessary.

Secretary

- Takes minutes at meetings. Prepares and distributes notes of meetings, prepares letters to be sent out.
- Sends out details of meeting dates, agendas, requests for help etc.
- Regularly reviews the PTA email account.
- Updates Facebook page, and Friends PTA section of the school website.
- Manages records – contacts, distributions lists etc.
- Deals with correspondence including letters being sent home via book bags, adverts on school newsletter and out on parentmail and collects from office and responds/passes on as appropriate.
- Photocopying and general admin tasks.
- Supports the Chair to ensure that the PTA is run in line with the requirements of its constitution and charitable status.
- Supports the Chair and Vice Chairs to prepare the Annual Report.
- Create PTA Newsletter termly??

Proposed Position Social Secretary

- Co-ordinates parent social activities for the PTA.
- Create sub-teams (who may not necessarily be PTA members) to assist in organising social events.
- Co-ordinates coffee morning/an event for new parents - working with the local Vice Chair.