

Committee Roles and Responsibilities

Committee

A committee is a team of volunteers who are elected at the association's Annual General Meeting (AGM) to manage the association on behalf of the members. There are two types of committee member, Officer and Ordinary (or Other) member. Officers have specific roles such as [Chair](#), [Treasurer](#) or [Secretary](#). Ordinary Committee Members play a vital role working alongside and supporting the Officers. All committee members have equal voting rights, with the exception of the Chair, who has an additional casting vote, should this be needed.

It is normal for the size of the committee to vary, depending on the size of the school. The minimum number with which it is possible to operate is two; usually a Chair and a Treasurer. There is no restriction on the maximum number of committee members. However, it is in the association's interest not to make a committee too large, as this may prove to be unmanageable.

Additional support

In addition to the elected committee, it is valuable to have a list of volunteers/helpers, who are willing to support the work of the committee. It would be acceptable for such volunteers to attend committee meetings but they would not have a vote; only elected committee members (Ordinary and Officers) can vote. Being a nominated PTA volunteer can be a gentle introduction to the committee and such volunteers may well go on to being a fully elected committee member with full voting rights.

Ordinary Members
Committee Members work alongside the Officers.
Main duties:

- Attends PTA meetings
- Gets involved in planning, owning and running events

- Runs smaller projects
- Encourages participation and enthusiasm for the events organized by the PTA

We want representation across all year groups. New parents to the school will be warmly welcomed.

Chair

Main purpose of the role

The Chair directs your meetings, making sure everyone's views are heard and everyone is involved in the meeting. He or she should make sure all committee members are familiar with the association's constitution, and their role and responsibilities as a committee member and trustee (all committee members are automatically trustees of the association).

Duties and key responsibilities

- Prepares for meetings (with the Secretary)
- Invites committee members, parents and staff
- Suggests items for the agenda
- Identifies outstanding items from last meeting
- Prepares introductions for any new members attending
- Sets the ground rules for meetings and makes sure they are inclusive and efficient
- Delegates tasks to other members and volunteers, and checks they are completed
- Liaises with the school and requests a 'wish list' for the committee to agree what to fund
- Ensures the committee fulfils its role in respect of governance of the association as set out in the constitution, for example holding an AGM, election of committee, working with the Treasurer to ensure annual returns are completed if the PTA is charity commission registered
- Ensures any decisions made are clear, fit the objects of the constitution, and by agreement of the committee
- Writes the annual report for the association (with the Secretary)
- Can be a signatory on the PTA bank account (along with at least one other committee member)

Treasurer

Main purpose of the role

The Treasurer ensures accurate financial records are kept and best practice procedures are followed for counting money, banking and making payments. He or she should keep the committee updated with regular reports, and ensure end of year reports are completed for the association's AGM and (if applicable) the Charity Commission annual return.

Duties and key responsibilities

- Keeps up to date and accurate financial records.
- Presents financial updates at each committee meeting.
- Manages the PTA bank account and holds the association cheque book.
- Arranges changes of signatories on the association bank account.
- Ensures best practice procedures for counting and banking money after events are in place and followed.
- Makes approved payments.
- Ensures procedures for making approved payments and claiming approved expenses are followed by all committee members.
- Prepares annual treasurers report for AGM and arranges an independent examination of the association accounts.
- Completes the Charity Commission annual return.
- Manages Gift Aid (or assists the committee member responsible for managing Gift Aid).

Secretary

Main purpose of the role

The Secretary supports the Chair to build effective communication links between the school and the association and maintains accurate records (see below).

Duties and key responsibilities

- Prepares for meetings (with the Chair)
- Arranges a suitable venue
- Invites committee members, parents and staff
- Suggests items for the agenda
- Circulates the agenda and reports before the meeting
- Identifies outstanding items from last meeting
- Helps the Chair keep meetings on trackTakes minutes at meetings, recording attendance, action points, decisions and proposals
- Circulates approved minutes, along with a reminder of any actions agreed
- Maintains association records

- Committee member contact details
- Minutes of meetings Updates trustee details with Charity Commission (as appropriate)
- Assists the Chair writing the annual report for the association
- May be a signatory on the PTA bank account (along with at least one other committee member)
- Handles written and email correspondence received for the association
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