La Mare De Carteret Primary

PTA Committee Roles and Responsibilities

Name of role	Purpose of the role	Responsibilities
PTA Vice-chair *(This role would suit people who are strong leaders, diplomatic and fair, enthusiastic and good delegators)*	To support with leading the committee, ensuring the PTA is run in line with its constitution and according to the wishes of all members.	All responsibilities will be in conjunction with the chair of the PTA (Mrs Elliott/Mrs Ford) • Chairs and facilitates meetings • Sets the date and agenda for meetings and keeps the discussion on track • Delegates tasks to committee members • Ensures decisions are implemented • Liaises with the school about fundraising priorities • Welcomes and motivates new members • Is a designated signatory on the PTA bank account • Ensures the PTA is registered with regulatory bodies
PTA Treasurer *(This role would suit people who are good at handling money and budgets and good with numbers, ideally with a financial/accountancy background)*	To control the PTA funds in line with the committee's decisions as well as charity law.	• Manages the day-to-day finances • Keeps a detailed and accurate record of the PTA's financial activity • Reports on the finances at meetings • Arranges floats for events • Ensures money is kept safely before and during events • Banks the takings from events and fundraisers • Gets accounts audited where necessary • Is a designated signatory on the PTA bank account
PTA Secretary *(This role would suit people who are good communicators and*	To ensure that the PTA's activities run smoothly. To arrange meetings, take minutes	• Assists the chair/vice-chair with planning meetings • Communicates with the

accurate writers)	and keep records	school and committee members, including circulating the agenda before PTA meetings ● Take minutes at meetings, recording the key points< decision made and relevant actions ● Manages communication between the committee, volunteers, school and school community ● Prepares the publicity for events, including flyers, posters and tickets etc.