

## **HORNIMAN PRIMARY SCHOOL PTA**

Every parent or carer in the Horniman Primary community is a member of the PTA, but to help things run smoothly there is an informal committee, with some defined roles. Each year these roles come up for election, and are voted on at the AGM in May. Everyone is welcome.

Most of the roles require only a small time commitment, but working together we can achieve a lot! None of them require compulsory attendance at all meetings.

### **Committee roles:**

#### **Chair**

The Chair provides leadership for the committee, sets the agenda for meetings and manages meetings in line with the agenda. The Chair needs to work closely with the Treasurer and Secretary to ensure that the PTA is run effectively. As a committee officer, the Chair signs cheques for the PTA, along with the Headteacher.

Key responsibilities:

- provide leadership
- set the agenda for meetings
- welcome and involve new members
- write the annual report in cooperation with the Secretary
- follow the agenda and manage the meeting
- sign cheques for the PTA with one other committee member

Currently, the Chair liaises with the school to ensure that PTA News is included in the newsletter, although this is a role that could be taken by the Secretary.

#### **Vice-Chair**

The role of the Vice-Chair is to deputise for the Chair. This is a good role to get to know the workings of the PTA, and perhaps to prepare for being the Chair in the future.

#### **Secretary**

The Secretary takes minutes at meetings and ensures that they are circulated amongst the PTA. The Secretary deals with all the correspondence that the PTA receives and helps the Chair ensure that committee meetings run smoothly.

Key responsibilities:

- deal with correspondence
- write up the minutes of meetings
- distribute minutes to all the committee
- call meetings - giving plenty of notice
- make meeting & event arrangements
- keep a record of attendance at meetings
- take notes during meetings

#### **Treasurer**

A key role for all committee members is to manage and control the funds the PTA raises. Although all the committee members have equal responsibility for the control and management of PTA funds the Treasurer plays an important part in helping the committee carry out these duties properly. The Treasurer records all income and expenditure.

Key responsibilities:

- maintain the financial records
- prepare cheques as required
- report income & expenditure at meetings
- count and bank monies
- liaise with the bank
- regular and other payments
- withdraws money to provide a cash float for events
- draw up the annual accounts

#### **Publicity Officer**

The Publicity Officer is responsible for publicising PTA events and fundraising initiatives, including designing or finding someone to design posters and tickets for events, and ensuring that these are displayed around the school in good time.

**Class Reps**

Class reps play an important role by being the contact point between the committee and the parents and carers in each class. Ideally, we would have two class reps in each class. The role involves feeding back questions and suggestions from parents and carers, and rounding up help, volunteers and donations for school events.