



WOODSTOCK CE PRIMARY SCHOOL PTA
PTA Officers and Committee Members

Volunteering for a position on the PTA committee is a great way to get involved in the school community, meet other parents and friends of the school and contribute to its social side, as well as raise important funds for school resources. If you wish to nominate yourself, or another person (with their consent) as an Officer or an Ordinary Committee member then please attend the AGM.

PTA COMMITTEE ROLE DESCRIPTIONS

CHAIR PERSON

- Provide leadership for the Committee and its governance
- Welcome and get to know new members
- Set agenda for meetings and manage the meetings in line with the agenda
- Ensure there is a positive & inclusive discussion of ideas, events, and proposals
- Write annual report on activities undertaken
- Work closely with the Vice-Chair, Secretary and Treasurer
- Sign cheques for the PTA with one other elected committee member

VICE-CHAIR PERSON

- Provide joint leadership for the Committee and its governance
- Welcome and get to know new members
- Work closely with the Chair, Secretary and Treasurer
- Work with committee members to organise events

SECRETARY

- Ensure effective communication between PTA members and school
- Deal with correspondence
- Prepare and circulate agendas for meetings
- Record attendance and take minutes of meetings, write up and distribute to committee
- Help with meeting and event arrangements

TREASURER

- Manage and control the funds raised and help the committee in their responsibility to do so
- Maintain accurate and detailed financial records
- Present a brief financial report at each meeting
- Record all income and expenditure
- Make approved payments and co-sign cheques
- Prepare floats, count and bank monies
- Liaise with bank and reconcile statements
- Prepare annual accounts

ORDINARY COMMITTEE MEMBER

Ordinary Committee Members work alongside the Officers, contributing ideas, helping to organise events or running smaller projects. They also have an important role to play alongside the Officers of the PTA in ensuring good communication with the rest of the School, encouraging participation and enthusiasm for the events organised by the PTA.