



## Parent Teacher Association

### PTA Committee Roles

Several of these roles can be shared between two people if desired.

#### **CHAIR**

- Provides leadership for the committee
- Sets the meeting agendas
- Ensures the smooth running of meetings
- Designated signatory for the PTA bank account
- Manages PTA events

#### **SECRETARY**

- Ensures effective communication
- Prepares and distributes meeting agendas and minutes
- Takes minutes at each meeting
- Co-ordinates helpers for events (not the fairs)

#### **TREASURER**

- Maintains up-to-date records of all PTA financial transactions
- Issues bills and receipts on behalf of the PTA
- Prepares and updates financial ledgers
- Completes banking transactions
- Organises floats for events
- Charity registration and Gift Aid
- Signatory for the PTA bank account

#### **FAIR CO-ORDINATOR**

- Manages the Christmas and Summer Fairs
- Organises helpers for each of the events
- Purchasing of refreshments and prizes for the stalls
- Sources raffle prizes

#### **COMMITTEE MEMBER**

- Attends PTA meetings when available
- Gets involved as much or as little as they can!