

## **PTA COMMITTEE**

### **Current PTA Officers:**

Chairperson - Paul Colonnese

Secretary - Layla Saunders

Treasurer - Lola Adebajji

The PTA committee is a team of volunteer parents and carers who manage the association on behalf of the members. The committee is elected at the Annual General Meeting (AGM).

There are two types of committee member:

- Officer - Officers have specific roles such as Chairperson, Secretary or Treasurer.
- Class Reps and ordinary members – Class Reps and ordinary members work alongside the Officers organising fundraising events and vote on how funds will be spent.

### **Chairperson**

The Chair provides leadership for the committee, sets the agenda for meetings and manages meetings in line with the agenda. The Chair works closely with the Treasurer and Secretary to ensure that the PTA is run effectively. The Chair can be a signatory for the PTA's bank account, along with either the Treasurer or Secretary or other elected committee members.

### **Key Responsibilities:**

- ensure the Committee fulfils its role in respect of governance of the association
- set the agenda for meetings, liaising with the Secretary
- ensure the agenda is followed and that all business is covered
- call the meeting to order when it is time
- welcome and involve new members
- ask for apologies for absence
- sign the approved minutes of the last meeting
- agree a date for the next meeting
- write the annual report, liaising with the Secretary
- sign cheques for the PTA with one other elected committee member
- get to know committee members

### **Secretary**

The Secretary is responsible for ensuring that there are effective communication links between committee members and between the PTA and the school and parents. The Secretary deals with all the correspondence that the PTA receives and wishes to distribute and helps the Chair ensure that committee meetings run smoothly. As well as dealing with correspondence following a committee meeting, the Secretary makes bookings and other arrangements for forthcoming PTA events. The Secretary will make arrangements for the Annual General Meeting (AGM) and help the Chair prepare the annual report. The Secretary may also co-sign cheques on behalf of the PTA, along with the Treasurer, Chair or other elected committee members.

**Key Responsibilities:**

- deal with correspondence
- prepare agendas and call PTA meetings
- keep a record of attendance at meetings
- write up the minutes of meetings and distribute
- make meeting & event arrangements
- co-sign cheques as required
- support the Chair in writing the annual report

**Treasurer**

The Treasurer is responsible for the day to day admin of financial records and procedures as well as the banking and handling of money at PTA events.

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

The Treasurer is responsible for handling the money raised at events, making approved payments and making arrangements for counting of money at events.

The Treasurer operates the bank account, reconciles the bank statements and liaises with the bank regarding changes to the bank mandate and list of authorised signatories. The Treasurer retains the cheque book and arranges for all payments to be authorised by a second signatory ensuring regular payments are made on time. The person co-signing must see what is being paid for before signing and once processed the original invoices should be kept by the Treasurer.

The Treasurer reports on the current financial position at each committee meeting which is recorded in the minutes. The report includes an update on any income and expenditure since the last meeting and the current balance. If the Treasurer is unable to attend a committee meeting, a written report is sent to the Chair in advance of the meeting. All financial decisions taken are recorded in the minutes of the meeting.

Before the AGM, the Accounts will have to be drawn up in collaboration with the Chair and either audited or independently examined as specified in your constitution.

**Key Responsibilities:**

- maintain accurate and detailed financial records
- present a financial report at each meeting
- liaise with the bank
- make approved payments
- consult with the bank regarding the availability of higher rate interest accounts
- count and bank monies
- prepare and co-sign cheques as required
- provide and account for cash floats at events
- charity registration and Gift Aid
- pay agreed expenses
- prepare annual accounts and liaise with the independent examiner of accounts where necessary
- ensure the committee has agreed appropriate procedures for the handling of financial matters