



Echelford Primary School

Echelford PTA Committee – Structure and Role Descriptions – V1

All parents and carers are automatically members of the Echelford PTA and therefore all are welcome to attend the PTA meetings, help at events and participate as and when they can.

Members that want to be involved are encouraged to come to the PTA meetings or email the PTA email address to suggest ideas and ask questions, meet other parents/carers and volunteer to help on specific events or organise or join a team that is organising an event. You can also just listen; there are no obligations to 'do' anything!

In addition to PTA membership there are three roles that a PTA must have to be called a PTA. To ensure an even spread of the work we aim to have *three* people in each role. In reality these roles are fluid and are all adjusted to meet the needs of the people in the roles at any given time. We are all busy parents/carers who are just giving a bit of spare time back to the school and so the whole PTA structure is pretty relaxed but at a high level the three roles are:

Chair/Co-Chairs:

- Creates agendas and conducts the PTA meetings.
- Develops, with input from all members, the annual PTA events calendar.
- Ensures that each event has someone/team to lead it.

Secretary/Co-Secretaries:

- Records minutes at each PTA meeting and ensures they are available on the school website.
- Writes and submits the weekly newsletter update.
- Ensures rooms are available for meetings to take place

Treasurer/Co-Treasurers:

- Controls all funds of the PTA, accounting for all receipts and expenditures and makes disbursements as required.
- Facilitates all banking requirements.
- Ensures that all checks are signed by two authorised PTA members (treasurer and chair).
- Submits books annually for an audit by an outside agency.

Time commitments vary but for the committee roles described above, no more than one hour a week on average.

There are no fixed terms to the roles, ideally people would commit for at least a school year but obviously circumstances and needs means that that is not always possible and that is well understood.

Organising specific events does require more of a time commitment but as mentioned above, there are no specified requirements that a committee member has to lead/organise any of the events; the whole PTA membership is expected and does (!) organise various events.