Budbrooke School Parent Teacher Association
Committee Officer Roles and Responsibilities

If you would like to be considered for a role, please get in contact with the PTA ahead of the AGM. Committee Members can join up at the AGM with no need to pre-register interest.

Chair

- Provide leadership for the PTA
- Lead on liaison with the School Management Team regarding PTA events
- Manage Committee meetings
- Welcome and involve new members
- Sign the approved minutes of the last meeting
- Get to know the members of the Committee
- Write the annual report in co-operation with the Secretary.
- Sign cheques for the PTA with one other committee member.
- Lead on Summer and Winter Fetes

Vice-Chair

- Support the Chair and take on Chair's role when required.

Secretary

- Deal with correspondence
- Prepare agendas
- Call meetings, giving plenty of notice
- Keep a record of attendance at meetings
- Take notes during meetings
- Write up the minutes of the meetings
- Distribute the minutes to all the committee
- Make meeting and event arrangements
- Co-sign cheques as required
- Write the Annual Report with the Chair and Treasurer.

Treasurer

- Maintaining accurate and auditable financial records
- Managing all income and expenditure
- Reporting on income and expenditure at meetings
- Liaising with the bank and managing the list of authorised signatories
- Preparing and co-signing cheques
- Completing and submitting the charity's Annual Report to the Charity Commission
- Completing returns for small lottery events
- Managing the Amazon Smile account
- Liaising with HMRC when required
- Preparing all event floats
- Advising on profits, costs, purchase quantities, and any other information as required

As we are a registered charity, the above posts are financially liable for any losses made by the PTA. In order to keep supporting the school via the PTA, the Committee Officer positions are essential. Should these posts remain vacant, the PTA and the charity will be left with no other option but to dissolve.