

PRIMET PRIMARY SCHOOL

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Recent feedback from our families has shown that there is a strong desire for the school to work with parents/carers to form a PTA. The PTA would raise funds for the school by putting on various events and organizing other initiatives, in addition to organizing social events to bring the school and community together. The money through fundraising would allow the PTA to provide additional resources and exciting experiences for the children.

We are pleased to announce that the first PTA meeting will take place in school on Friday 1st March and everyone is invited.

The meeting will take place after the parents' drop in session, at approximately 10.15am in school.

At the meeting we aim to officially form the PTA, and we will need to appoint as a minimum, **a Chair, a Treasurer and a Secretary**. Further details on what these roles involve can be found overleaf. Please consider in advance if you would like to put yourself forward for any of the roles, as without people in post, the PTA cannot be formed!

We look forward to seeing you there!

Together we care, believe, learn and achieve.

PTA Committee Roles

CHAIR

The Chair provides leadership for the committee, sets the agenda for meetings and manages meetings in line with the agenda.

The Chair will ensure that all new members feel welcome and their contributions valued. The Chair will introduce them to the other members and encourage them to play an active part in the discussions at committee meetings.

The Chair will work closely with the Treasurer and Secretary to ensure that the PTA is run effectively. As an Officer of the committee, the Chair will be one of designated signatories and will sign cheques on behalf of the PTA along with other designated signatories.

Main duties:

- Provide leadership
- Sign the approved minutes of the last meeting
- Set the agenda for meetings
- Run meetings in an efficient and timely manner ensuring that everyone is able to contribute
- Agree a date for the next meeting
- Welcome and involve new members
- Write the annual report in cooperation with the Secretary
- Sign cheques for the PTA with one other committee member

Secretary

The Secretary ensures that the PTA runs smoothly and provides a link between Committee Members and the PTA, and between the PTA and the School. This requires good organisational and communication skills and being able to stick to deadlines.

Job function

The Secretary is a key committee member as they are responsible for ensuring effective communication links between committee members and between the PTA and the school.

The Secretary deals with all the correspondence that the PTA receives and helps the Chair ensure that committee meetings run smoothly.

Main duties:

- Deal with correspondence
- Arrange meetings
- Prepare and distribute agendas
- Take the minutes of meetings, type them up and distribute them
- Preparation of publicity flyers, posters, tickets, etc. for events

Treasurer

Characteristics

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

Job function

To maintain up-to-date records of all PTA financial transactions

Main duties:

- Day-to-day management of accounts, including issuing bills and receipts on behalf of the PTA and making
- To complete banking transactions on a regular basis.
- To organise floats for fundraising events, collect and reconcile monies raised at these events.

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