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Committee Roles and Responsibilities

Key facts on the roles and responsibilities of PSFA Committee Members

Role of Chairperson

Key responsibilities:

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

Secretary

Key responsibilities:

- deal with correspondence
- prepare agendas and write up the minutes of meetings
- call meetings - giving plenty of notice
- distribute minutes to all the committee
- make meeting & event arrangements
- keep a record of attendance at meetings
- take notes during meetings
- ensure that enough committee members are present to make the meeting
- quorate (this number is defined in the constitution)
- co-sign cheques as required
- write the annual report with the Chair

Treasurer

Key responsibilities:

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