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Committee Roles and Responsibilities

Key facts on the roles and responsibilities of PSFA Committee Members

Committee structure

- Constitution - (governing document)
- Members
- Committee
- Trustees

Constitution

All Associations need a [Constitution](#). This is a document which establishes the fundamental rules by which the Association is governed and describes:

- the aims of the Association and its powers
- its Membership
- the size of the Committee and how Members are elected
- the need for an Annual Audit and General Meeting

Members

The type of Association the school has or wishes to establish will depend on its membership:

- In a Parent Teacher Association (PTA) or Home School Association (HSA) members are limited to the above plus the teaching and non-teaching staff currently employed by the school.
- in any other association, such as a Friends or Community Association (CA), the members may be those described above plus any persons wishing to offer appropriate support or help to the school / association who is deemed suitable as a member by the Committee e.g. grandparents, members of the local community.

It is important that the definition of Membership is clear in the Constitution. Members are not legally responsible for the actions of the Association. It is the elected Committee Members who are legally responsible for the Management of the Association.



Committee

A Committee is a team of volunteers who are elected at the Association's [Annual General Meeting](#) (AGM) to manage the Association on behalf of the Members. There are two types of Committee Member, Officer and Ordinary (or Other) Member. Officers have specific roles such as [Chair](#), [Treasurer](#) or [Secretary](#). Ordinary Committee Members play a vital role working alongside and supporting the Officers.

All Committee Members have equal voting rights, with the exception of the Chair, who has an additional casting vote, should this be needed.

Role of Chairperson

The Chair provides leadership for the Committee, sets the agenda for [meetings](#), and manages meetings in line with the agenda.

The Chair should ensure that issues are properly debated and an agreement is reached. Some Committee Members will be better at expressing themselves than others; it is important that the Chair welcomes contributions from all Members of the Committee so that everyone feels involved. New Members of the Committee may feel nervous at first. The Chair should welcome all New Members, introduce them to the other Members and encourage them to play an active part in the discussions.

Occasionally, disagreements arise. The Chair should remain impartial, call the meeting to order without upsetting the parties involved, and make sure that the Committee's decisions are not hindered in any way.

The Chair needs to work closely with the [Treasurer](#) and [Secretary](#) to ensure that the association is run effectively. The Chair can be a signatory for the Association's bank account, along with either the Treasurer or Secretary or other elected committee member.

Key responsibilities:

- provide leadership; ensure the Committee fulfills 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

The Secretary is responsible for ensuring that there are effective communication links between Committee Members and between the Association and the School. The Secretary deals with all the correspondence that the Association receives and helps the [Chair](#) ensure that [Committee Meetings](#) run smoothly. Building up a good relationship with the School Secretary will help ensure that correspondence, sent to the school, is passed onto the association promptly. With the agreement of the Headteacher, the Secretary can usually arrange to leave PTA notices with the School Secretary for distribution with school mailings to parents or for distribution via 'pupil mail'.

As well as dealing with correspondence, following a committee meeting, the Secretary will need to make bookings and other arrangements for forthcoming events. Confirm arrangements made by telephone in writing (by letter or e-mail). 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 Association, along with the [Treasurer](#), Chair or other elected Committee Member.

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

A key responsibility for all Committee Members is to manage and control the funds the Association raises. 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](#) should maintain a record of all [income and expenditure](#). This can be done in a simple accounts book or using a computer based package.

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 should report on the current financial position at each committee meeting and this should be recorded in the minutes. The report should include 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 should be sent to the Chair in advance of the meeting. All financial decisions taken should be recorded in the minutes of the meeting.

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 should retain the cheque book and arrange for all payments to be authorised by a second signatory ensuring regular payments are made on time to guarantee benefits and take advantage of any discounts. 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.

At each event, two people, the Treasurer and another Committee Member should take charge of monies received and count the proceeds before they leave the event venue. Once both parties agree the total, it should be recorded and then banked or placed in a safe overnight. Funds raised should not be kept at home. The PTA-UK insurance provides cover for cash to specified limits. Please refer to the PTA-UK Policy Insurance [Summary](#) for further details

The Treasurer should also be involved in pursuing [charitable status](#) and [Gift Aid](#). 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 the constitution.

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