



Duties of the PTA Officers

Chairperson

The Chairperson manages the PTA.

To succeed, she/he needs to secure participation, co-operation, harmony and a sense of responsibility from the members and display initiative and a working spirit.

The Chairperson (or his/her delegate)

- Calls meetings to order punctually and creates a good atmosphere
- Follows the agenda prepared in conjunction with the Secretary
- Ensures motions are correctly put
- Ensures that any discussion does not become too long, and that everyone who wants to speak has a chance to

Between meetings the Chairman

- Must see that the decisions of the meeting are carried out promptly and efficiently
- Should ensure that all committee members carry out their allotted tasks
- Should make her/himself available for consultation with members (not just committee members)

Vice-Chairperson

He/she presides at the meetings and endeavors to take much of the administrative weight off the Chairman shoulders, particularly in routine affairs.

The Vice-Chairperson should be a good listener and supporter of the Chairman

Secretary

She/he is a key person of the organisation, displaying efficiency and promptness.

- Minutes of each meeting must be accurate and clear.
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- Both Secretary and Chairman should sign the minutes.
- The Secretary receives, writes, keeps a copy of, and files all letters (and newsletters) to and from the association.
- He/she prepares for committee meetings by writing an agenda in consultation with the Chairman. Notifies all officers and members of plans or meetings, and ensures minutes and agendas of meetings are emailed.

The Secretary should maintain records, which should consist of-

- The minutes kept in a minute book/folder
- A file containing the constitution, amended as needed from time to time
- Each year's annual reports and financial statements



- A file of inward and outward correspondence
- Copies of any press release or publicity materials dated and stored.
- To keep records on how various activities were organized

Treasurer

She/he administers the funds of the Association.

- Receives all monies on its behalf, making out official receipts as required
- Disperses monies as directed by the Association
- Presents a financial statement at regular intervals
- Presents an annual balance sheet, having first satisfied the Accountant of its correctness
- Cares for the cheque book, the bank book and all petty cash monies and other statements of receipts and expenditure (

Other Roles

The PTA can have other roles such as:

Board of Trustees Representative		Attend monthly BOT meetings and report to the Board on the PTA, and report back to PTA on issues, events etc.
Events Manager		Overall management of fundraising, sponsorship and events undertaken by the PTA. This position is often taken up by the Chairman.
Co-ordinators	Events/Activities	A committee member that is assigned to co-ordinate a specific event or activity with one or more PTA members and/or Parents involved
	Publications	A committee member whose role is to collate information from various members and produce the monthly PTA Newsletter. This person would work in with event coordinator to assist in the design and production of flyers, notices etc.
	Classroom Liaison	Actively recruit and encourage parents to get involved with school events, organize volunteer assistance, maintain contact list