



Elmbridge Primary School, Elmbridge Road, Gloucester, GL2 0PE

Committee Member

Important information about the role

The committee is made up of Officers and Ordinary committee members. The Officer roles are usually the Chair, Treasurer and Secretary. All other members elected to the committee are Ordinary Committee members, whether they have titles will be down to the committee to decide.

The Ordinary committee members are equally legally responsible for the control of the Association, its property and its funds as the Officer roles. They are also trustees of the Charity and can be signatories on the bank account if required to be.

Ordinary Committee Members work alongside the Officers. All Committee members have equal responsibility for the control and management of the PTA's funds.

This role is a good introduction to the committee for those who wish to be fully involved in the Association but maybe are just finding their feet and do not want to commit to an Officer role.

Ordinary committee members could be given extra roles to help support the Officer roles for example helping new parents become involved in school life or recruiting existing parents to volunteer at events, maybe as a Class Representative.

Main duties:

- Attends PTA meetings.
- Voting on decisions in committee meetings
- Shares the planning and running of events including setting up and clearing away.
- Able to be accountable for projects.
- Encourages participation and enthusiasm for the events organised by the PTA.

Charity number :- 1110878