

Role of Committee member

All committee positions are elected by the members of the association at the AGM and hold their position for one year until the next AGM. They must be members of the Association, whether it be a PTA, PSA, PTFA or Friend Association, to be nominated and elected for the role.

The committee is made up of Officers and Ordinary 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 responsible for the control of the Association, its property and its funds as the Officer roles. They are also trustees of the Charity, if your Association is a registered charity and can be signatories on the bank account.

As a committee member they have voting rights in committee meetings to make decisions on behalf of the Association.

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 don't want to commit to an Officer role.

Ordinary members could be given extra roles to help support the Officer roles, for example managing the Association Facebook page – a Social Media Co-Ordinator, helping new parents become involved in school life or recruiting existing parents to volunteer at events, maybe as a Class Representative.

Sub-Committees are often used to organise key events such as the Summer Fair, Ladies Pamper Evening or Christmas Gift Sale and these could be managed by Ordinary Committee members reporting back to the Officer Committee members.

Reviewed: March 2018