

# Avonwood Primary School PTA

## A sub-committee of HAPTA

### Committee Members - Terms of Reference

#### COMMITTEE OFFICERS

##### **CHAIR:** The Chair will: -

- a. Act as Chair at committee meetings
- b. Officially represent the committee at all meetings with HAPTA, AIBET and other external bodies.
- c. Keep the HAPTA Executive Committee informed of all official correspondence, communications and contacts made.
- d. Maintain and develop relations and communications with HAPTA, AIBET and other partners.
- e. Act in an impartial way; facilitating appropriate PTA discussions and debates.
- f. Has the authority to make purchases in extenuating circumstances for the school up to the value specified by HAPTA without the need for formal voting through the Avonwood PTA committee. All purchases will need the approval of the Head Teacher and Treasurer. Any funds provided should be retrospectively discussed at the next available committee meeting.

##### **VICE-CHAIR** The Vice-Chair will: -

- a. Deputise in the absence of the Chair at committee meetings.
- b. Assume the role of Acting Chair in the event of the resignation or bereavement of the Chair.
- c. Deputise for the Chair in other roles where necessary.

##### **SECRETARY:** The Secretary will: -

- a. Take minutes during committee meetings.
- b. Keep record of meetings.
- c. Send out minutes, notices of meetings and agendas to all members and committee members as appropriate.
- d. Keep an up to date register of all committee members.
- e. Deal with all correspondence and communications addressed to the committee.

##### **TREASURER:** The Treasurer will: -

- a. Maintain a record of all monies received, invoices and expenses.
- b. Liaise with the HAPTA treasurer for payments into and out of the bank and for Year-end accounts.
- c. Liaise with the HPTA treasurer for the raising of cheques.
- d. Pay officer/committee members expenses provided appropriate receipts are provided.
- e. Keep petty cash to a minimum, ensuring that excess monies are banked by HAPTA treasurer.
- f. Provide suitable 'floats' for PTA fundraising events.

#### **HEADTEACHER**

- a. Officially represent Avonwood teaching staff at all PTA and HAPTA meetings.
- b. Approve bids from teaching staff, ready for consideration by the PTA.
- c. Determine whether fundraising plans are approved for further consideration by the PTA

In the event of any short-term unavailability of the post holder, the Committee Officers may delegate the roles of Treasurer and Secretary to another committee member in order to keep the Association running effectively. In

exceptional circumstances, due to the specialist nature of the positions, it may be necessary for the Committee to appoint a temporary post holder from the wider Association membership until such time as the original post holder returns to office.

## **OTHER COMMITTEE MEMBERS:**

### **CLASS REPRESENTATIVES**

Each class within Avonwood is entitled to be represented on the committee by two parents who have been designated as class representatives. They will:

- a. ensure good communication with the parents and teachers of their particular class
- b. liaise with the teacher to promote class and year group events
- c. assist organising stalls and volunteers for summer and Christmas fairs
- d. assist wherever possible with Avonwood PTA events
- e. deploy their class vote at committee meetings in accordance with their class' decisions where appropriate
- f. attend a minimum of three of the six annual Avonwood PTA meetings
- g. in their absence, wherever possible, appoint a reserve from their class to attend and vote at committee meetings
- h. each class representative holds one vote.

### **ORDINARY COMMITTEE MEMBERS**

Further ordinary committee members may be appointed by the four committee officers to take responsibility for particular aspects of the committee's business. They will:-

- a. be responsible for contributing ideas and organising events and small projects
- b. encourage participation and contribution to committee events
- c. be encouraged to attend committee meetings where required, however this only occasionally mandatory as recommended by the committee officers
- d. hold a formal vote at committee meetings

### **ASSOCIATION MEMBERS**

Parents and carers (hereafter referred to as parents) of children at the school are automatically members of the Association. Association members may participate in events run by the Committee and HAPTA. They may attend Association meetings, but have no committee position or voting rights. Parents are encouraged to assist at association events.