

## Roles of PTA Committee Members

The PTA's roles in the school community include:

- Encouraging and supporting communication between families, teachers, management, staff, and the Board of Trustees
- Building a sense of community at our school, through newsletters and school events
- Raising funds, through school events and promotions, to supplement those received from school donations and MOE grants

The Titirangi School PTA committee can have up to 10 elected members – the Chairperson, Vice Chairperson, Secretary, Treasurer, Board of Trustees' representative, and up to five others.

The following descriptions are meant to give some clarity to the distinction between the responsibilities that belong to each position on the committee, and the additional things that individual people take on.

### Chairperson

- Together with the Vice Chairperson keeps an overview of PTA activities
- First point of contact for PTA enquiries
- Main liaison between PTA, school, and Board of Trustees
- Chairs the meetings (usually)
- Together with the Secretary writes the meeting Agendas, and approves the Minutes

### Vice Chairperson

- Supports the Chairperson, steps in in their absence
- Keeps an overview of PTA activities
- Liaises with the school

Ideally the Chairperson and Vice Chairperson will have complementary strengths.

### Secretary

- Receives and reports on PTA correspondence
- Together with the Chairperson writes the meeting Agendas
- Writes the meeting minutes
- Distributes PTA notices to the wider membership

The amount of responsibility the Secretary has for general PTA correspondence will be by agreement with the Chairperson – this may be more or less depending on the individual situations of the people involved.

### Treasurer

- Maintains an overview and record of the PTA's finances
- Reports the financial position at monthly meetings or as required
- Manages PTA accounts
- Prepares accounts for audit

### Board of Trustees Representative

- Reports to PTA on developments and information from the Board of Trustees
- Keeps informed about PTA activities and reports to BOT as necessary

There is also a Teachers' Representative, not elected by the PTA as a whole but selected by the teachers, who has the following roles:

- Keeps informed about PTA activities, and keeps PTA informed about relevant school activities
- Relays information between the PTA committee and the teachers

Committee members (including roles above)

- Foster the relationship between parents, teachers and school
- Encourage all aspects of parent involvement
- Provide an "ear" to the school community
- Take on responsibilities necessary for the PTA to fulfill its role in the school community
- Commit to helping run the larger fundraising activities (such as the Gala)

In addition to the items listed under each heading, the people in the above roles may take on responsibilities in the PTA that appeal to them, but are not specific to those roles. Some of the areas where the current PTA committee (and devoted others) put their efforts include:

- PTA page on the school website
- PTA newsletter and PTA items in school newsletter
- Representation of parents/caregivers' issues, to give them a voice within the school
- Hold parent-based discussions on topics relevant to the school
- Sponsorship
- Promotional fundraisers (calendars, Entertainment books, etc)
- Fundraising events (Movie trip, Midwinter Dinner, Gala, etc)
- Friday lunches
- School picnics
- Morning teas for teachers
- Liaison with school sports teams
- Class parent scheme
- Stationery distribution
- Producing notices, order forms etc

The main thing to remember is that the PTA is made up of volunteer parents, and by its nature will change every year. Each PTA incarnation will reflect the personalities and abilities of the people who are contributing their time and effort over that period. Beyond remaining committed to our stated roles in the school community, there is no particular requirement for the PTA to do things in specific ways.

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