St. Michael's Catholic Primary Academy and Nursery PTA

Some of the Committee members in key roles in the PTA will be standing down at the AGM, so we have summarized the key responsibilities for all the named roles as a guide for parents, grandparents or carers who may be interested in these.

If this all sounds a bit formal, please don’t be put off, it is very much a team effort and this guide is meant to be an information tool, especially for those new to the school or committee.

If there is anything you would like to know please ask any of the current committee members.

**Roles and Responsibilities of the PTA**

**Vice Chair**

The Vice Chair supports the Chair (Headteacher) in providing leadership for the Committee, helps set the Agenda for the meetings and helps manage meetings in line with the Agenda. The Vice Chair deputises for the Chair when necessary and assists in the organisation and operation of the PTA.

**Treasurer**

The role of the Treasurer is to manage and control the funds the PTA raises. The Treasurer should record all income and expenditure, details of the amounts received and spent and have the information available for every Committee Meeting.

Assistant Treasurer

**Secretary**

Secretary is a key Committee Member as they are responsible for ensuring effective communication links between the Committee Members and between the PTA and school. The Secretary deals with all correspondence that the PTA receives and helps the Chair ensure the Committee Meetings run smoothly, building up a good relationship with the school, the secretary will help make sure that the correspondence sent to the school is passed onto PTA promptly. The Secretary can arrange to leave PTA notices with the school office for distribution with school mailings/texts to the parents.

**Communications Link:**

The role of the Communications link is to ensure effective communication via social networking between the PTA, school and the parents. Informing them of upcoming events and requesting for help if required.

**Parish Link:**

The role of Parish link is to ensure effective communication between the parish of St Michael’s RC church and the PTA/school when necessary.

**Committee Members**

Ordinary Committee Members work alongside the Committee, contributing ideas, helping to organise events or running smaller projects. They also have an important role to play alongside Committee Members of the PTA in ensuing good communication with the rest of the school, encouraging participation and enthusiasm for the events organised by the PTA.

**Parents & Carers-Ordinary Members of the PTA**

Parents & Carers of children at the school are automatically Ordinary Members of the PTA. The PTA Committee informs them the events and projects that are due to take place. The Ordinary Members participate in and benefit from the events run by the Committee. They may attend PTA meetings, but they cannot vote on decisions made by the Committee. All parents and Carers are encouraged to help at the fundraising events. Information on help is usually provided via email/text in the run up to events.

**Current Committee Members 2017/2018. (All of these will be re-elected at the AGM by vote)**

**Vice Chair:** Louise Lynch

**Secretar**y: Veronika Fabisiak  **Treasurer:** Jennifer Landa

 **Assistant:** Heather Watson-Wood

**Communications Link:** Karen Jane Train **Parish Link:**  Rita Phillips

 AGM on Tuesday 23rd October @ 7pm, could you please put your name forward by Monday 22nd October to Mrs Bowen or office@stmichaels-academy.co.uk