

**PTFA Committee Roles**

**Chair**

Oversee the PTFA and organise meetings including the AGM.

Liaise with the school and PTFA members regarding fundraising.

Organise fundraising events.

Write an annual report for the AGM and file the reports with the Charity Commission.

**The Vice Chair** and **Co-Vice Chair** attend meetings and support the Chair with the organisation of fundraising events.

**Treasurer**

Keep accounts of the money raised by the PTFA events.

Pay money into the PTFA bank account.

Provide float money for fundraising events.

Support the chair with the organisation of fundraising events.

The **Co-Treasurer** supports the Treasurer and attends meetings.

**Secretary**

Attend meetings, take minutes and distribute them to the PTFA members.

Write the weekly PTFA newsletter.

Provide administrative support when needed.

Support the Chair with the organisation of fundraising events.

**Class Reps**

Communicate to and liaise with parents regarding fundraising events.

Attend PTFA meetings and help to organise PTFA fundraising events.

Try to encourage parents and carers to support and help out at events.