

GSPA PTA

ROLES

Treasurer

Writing cheques and record keeping

Updating a ready-made spreadsheet whenever we get money in or when money is spent

Checking bank statements

Banking money after events (into Lloyds in St Neots or at the local post office, Perry / Kimbolton)

Preparing floats for events

Counting up money in cash tin from time to time during the term

Attending PTA meetings (approx 1 per term) and updating the committee on PTA finance

Ensure that the PTA insurance renews every year and all licences that are a legal requirement for events

Secretary

Organise meetings and distribute an agenda

Take meeting minutes and email these to every committee member and the school office

Point of contact for school and committee members

Create flyers for events and news items for the school gazette, update PTA forms.

Chair

The chair must work closely with the school Admin Staff and Head of School to ensure that the Association is run effectively, whilst always keeping the head of school up to date with PTA news

Will run the Association working alongside the Treasurer and Secretary

Chair meetings.