



# Alcester Academy

TO BE THE BEST THAT WE CAN BE

## **Friends of Alcester Academy PTA - Terms of Reference**

### COMMITTEE OFFICERS CHAIR:

The Chair will: -

- a. Act as Chair at committee meetings
- b. Officially represent the committee at all meetings.
- c. Act in an impartial way; facilitating appropriate PTA discussions and debates.
- d. Has the authority to make purchases in extenuating circumstances for the school up to the value specified by The Friends without the need for formal voting through the Friends of Alcester Academy 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. Reconcile bank accounts and Year-end accounts.

- c. Pay officer/committee members expenses provided appropriate receipts are provided.
- d. Keep petty cash to a minimum, ensuring that excess monies are banked.
- e. Provide suitable 'floats' for PTA fundraising events.

HEADTEACHER/SLT representative

- a. Officially represent Alcester Academy teaching staff at all PTA 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 2 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:

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. They may attend Association meetings, but have no committee position or voting rights. Parents are encouraged to assist at association events.