



# RAF Benson Community Primary School



## Parent and Teacher Association

### Terms of Reference – Deputy Chairperson

**Date Reviewed:** Sept 17

**Next Review Due:** Sept 18

As elected Deputy Chairperson of the PTA Committee you are responsible for undertaking the role of the Chairperson in their absence.

The Deputy Chairpersons responsibilities include but are not exhaustive of the following:

- Ensure you are fully conversant with the Chairpersons Terms of Reference.
- Liaise closely with the Chairperson to ensure all events and meetings are attended.
- Actively promote the PTA with a view to encouraging new members.

As a Trustee of RAF Benson Primary School PTA, you have the following collective responsibilities alongside your fellow Trustees:

- Ensure the PTA is carrying out its purpose for the public benefit
- Comply with the PTA's constitution and the law
- Act in the best interests of the PTA
- Manage the PTAs resources responsibly
- Ensure the PTA is accountable
- Comply with the PTA safeguarding protocol

**I have read and fully understood these terms of reference and that of the Chairperson.**

**Name:**

**Name:**

**Deputy Chairperson:**

**Chairperson:**

**RAF Benson Primary School PTA**

**RAF Benson Primary School PTA**

**Date:**

**Date:**