



RAF Benson Community Primary School



Parent and Teacher Association

Terms of Reference – Deputy Treasurer

Date Reviewed: Sept 17

Next Review Due: Sept 18

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

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

- Ensure you are fully conversant with the Treasurer Terms of Reference.
- Liaise closely with the Treasurer to ensure all events and meetings are attended.
- Be a signatory on the PTA account.
- Distribute monies as directed by the committee and/or the Treasurer.

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 Treasurer.

Name:

Name:

Deputy Treasurer:

Chairperson:

RAF Benson Primary School PTA

RAF Benson Primary School PTA

Date:

Date: