



RAF Benson Community Primary School



Parent and Teacher Association

Terms of Reference – Secretary

Date Reviewed: Sept 17

Next Review Due: Sept 18

As elected Secretary of the PTA Committee your role has the following overview:

- The Secretary ensures an effective communication link is maintained between Committee members and onward dissemination to the School.

The Secretary's responsibilities include but are not exhaustive of the following:

- Ensure all meetings are publicised on the PTA Facebook page and liaise directly with the school office to ask if these can be shared in the school newsletter.
- Ensure an agenda is created for all meetings and distributed via the school office a week in advance along with the minutes of the last meeting.
- Ensure the following are completed at each meeting:
 1. Record attendance
 2. Take notes
 3. Obtain the treasurers report for inclusion in the minutes
 4. Draft the minutes of the meeting for approval by the Chair within 10 working days unless directed otherwise.
 5. Have copies of the agenda and previous meetings ready for the meeting, ensuring a copy is signed and retained.
- Ensure the meetings, dates of events, minutes and agendas are all advertised on the School website and when necessary request parent mail and newsletter inclusion.
- Act as an admin on the PTA Facebook page.
- Check the PTA diary before each meeting and ensure it is accessible during all meetings.

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.

Name:

Name:

Secretary:

RAF Benson Primary School PTA

Date:

Chairperson:

RAF Benson Primary School PTA

Date: