



# RAF Benson Community Primary School

## Parent and Teacher Association



### Terms of Reference – Deputy Secretary

**Date Reviewed:** Sept 17

**Next Review Due:** Sept 18

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

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

- Ensure you are fully conversant with the Secretary Terms of Reference.
- Liaise closely with the Secretary to ensure all events and meetings are attended.
- Hold the position of an Admin on the PTA Facebook page.
- Undertake publicity requirements as needed.

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 Secretary.**

**Name:**

**Deputy Secretary:**

**RAF Benson Primary School PTA**

**Date:**

**Name:**

**Chairperson:**

**RAF Benson Primary School PTA**

**Date:**