

Easter Carmuir's Primary School

PARENT COUNCIL



Core Team

Chair

Both a PC and a PTA can operate as informally or formally as members want but even small or informal meetings need some direction and organisation, and this is the main role of the Chair. Everyone can learn to chair a meeting well, it just takes a bit of thought and practice.

- makes sure PC/PTA meetings run smoothly and efficiently; are on time and are run in an inclusive and friendly way.
- delegates tasks to other members of the group and makes sure these are completed.
- should make sure all Parent Council/PTA members know they are there to represent all the parents in the school.
- is the spokesperson for the group and liaises with the headteacher/school/local authority.
- has an important role in the school inspection.
- gives an annual report to the Parent Forum - usually at the AGM.

Treasurer

Although all Parent Council/PTA committee members are responsible for the management of funds, the Treasurer has the important role in helping everyone to carry out these duties properly. The Treasurer can be anyone on the committee.

- To keep accurate financial records
- To present a financial report at each Parent Council/PTA meeting.
- Liaising with the bank and holding the cheque book.
- Ensuring the proper counting and banking of money and making approved payments.
- Paying agreed expenses.
- Providing and accounting for cash floats at events.
- Preparing the annual accounts and arranging for someone to check these before the AGM.

Secretary

The Secretary can be any member of the committee. The main role of a Secretary is to support the Chairperson to ensure the smooth running of the PC/PTA and to maintain effective communication links between committee members and between the PC/PTA and the school. Their role may also include:

- Ensuring meetings are well organised and minuted.
- Maintaining records and administration - these should be kept in a file or storage box to be handed on to the next Secretary.
- If the PC/PTA has charitable status, they should make sure legal requirements are met.
- Handling communication and correspondence.

These roles are voted in at an AGM. If you're interested, just come along and make yourself known. Or to log a note of interest, message us at info.ecpsparentcouncil@gmail.com

Chair: Dan Rous; Secretary: Vacant; Treasurer: Lesley Ramsay;

Providing a voice for the parent forum with school & local authority;
Creating events & fundraising activities;
Enhancing your child's experience at school

www.ecpsparentcouncil.wixsite.com/info

Also on Facebook.com/ECPSParentCouncil and Twitter.com/ECPSPC