

# Role of a Committee Member

## Main purpose of the role

To support the work of the PTFA and carry out specific tasks as delegated by the Chair or Vice-Chair. Regularly attend committee meetings with voting rights.

## Duties and key responsibilities

- To regularly attend formal and informal PTFA committee meetings.
- To represent and positively communicate the work of the PTFA.
- To undertake tasks and support projects/ events as required e.g. PTFA coffee mornings.
- Contribute and generate new ideas to the PTFA to support fund raising.
- Promote the work of the PTFA by posting on social media.
- Making sure that the association is GDPR compliant.
- May be a signatory on the PTA bank account (along with at least one other committee member).

## Key skills

- Calm, friendly and approachable
- Positive outlook
- Team player