



Explanation of Committee Roles – Ordinary Committee Member

Ordinary Committee Members work alongside and in support of the association's Officers (Chair, Treasurer and Secretary) to manage the association on behalf of its members. They are also Trustees of the charity.

Ordinary Committee Members are expected to play a full and active role in the management of the association's affairs, attend all Committee Meetings and actively plan for and support PTA events. Collectively all committee members have equal responsibility for the control and management of funds in accordance with the association's constitution. In exercising your duties, you must ensure that you comply with charity law, the requirements of the Charity Commission and the rules set out in the association's constitution.

All Committee Members have equal voting rights at Committee Meetings, with the exception of the Chair, who has an additional casting vote, should this be needed. If during the course of your tenure a Conflict of Interest arises this must be declared in accordance with the Charity's Conflict of Interest policy and you should absent yourself from any vote on the issue in question. As an Ordinary Committee Member you may have additional responsibilities delegated to you, for example to act as a co-ordinator for a specific year group or part of the school.

As all Committee Members are automatically Trustees of the charity you must be over 18, not have an unspent conviction for an offence involving dishonesty or deception, are not currently declared bankrupt, subject to bankruptcy restrictions or an interim order or have an individual voluntary arrangement to pay off debts with creditors. In addition, you must not be disqualified from being a company director or have previously been removed as a trustee by either the Charity Commission or the high court due to misconduct or mismanagement.

Key responsibilities:

- act as a charity Trustee
- participate in the collective management of the association's affairs
- plan and support Friends events
- attend Committee Meetings
- diligently perform any specific functions delegated to you by the Committee
- adhere to relevant charity laws and rules