

## **Executive Committee Roles:**

### Chairperson

- Chair the meetings
- Liaise with school and community
- Help organize events

### Vice Chairperson

- Support the Chairperson
- Stand in for Chair when absent
- Help organize events

### Secretary

- General administration for PTFA meetings includes liaising with EC, venue booking and arrange a BOT attendee.
- Prepare agenda and circulate
- Minute taking and circulate
- Manage the PTFA gmail inbox including responding to incoming mail and recording key documents onto the Google drive

### Treasurer

#### Assistant Treasurer

- Monthly Financial Reporting - receipts / funds, expenses
- Maintain All BNZ Bank Accounts, Bank Signatories
- Online Banking Policies and Governance Processes with Charity Commission & Incorporated Society
- File Year End Accounts with Charity Commission etc
- Online Payments to some suppliers and reimbursements to PTFA members
- Transfer / Payment of the Yearly Finance Donations to Rosmini College
- Liaise with School Finance Team
- Organise Cash Float for PTFA Events
- Organise EFTPOs for PTFA Events
- Receipting and counting cash / receipts at or after all PTFA Events
- Deposit Cash after events

### Communications

- Upload event photos for PTFA facebook and liaise with school for Rosmini facebook
- Write blurbs for newsletters and daily notices
- Generally promote the work we do and try to encourage new members