

CONSTITUTION

(Adopted 05/02/2019)

Name **Glen Massey School Parent Teacher Association (aka PTA)**

Objectives

To advance education by:

- Encouraging parents/caregivers to be involved in the education of their children.
- Providing a link between students, parents/caregivers and the school.
- Raising funds to provide improved facilities and educational opportunities for members of the school community.
- Carrying out other activities consistent with the charitable objects of the organization

Membership

Open to all parents, teachers and others interested in the welfare of the school.

Officers and Committee

To be elected at the Annual General Meeting. Shall consist of Chairperson, Vice-Chairperson (if numbers allow), Secretary and Treasurer, plus committee members.

Quorum to be five people. Role descriptions are as per the attached appendix: *Officers of the Glen Massey Parent Teacher Association.*

Finance

1. The operation of a double entry accounting system.
2. Two signatures required for every payment (cheque or online banking). The Chairperson, Secretary, Treasurer and one staff representative have signing authority.
3. Cheques must be written out before second signature is added.
4. Receipts must be presented for reimbursement.
5. A monthly Treasurer's report to be presented at each meeting.
6. The accounts and books of the Glen Massey School Parent Teacher Association shall be audited/reviewed once a year with the Financial Year ending 31 December in each calendar year. A certificate of audit/review shall appear on the financial statement and presented annually to the PTA (approx March/April each year).
7. Two committee members will authorise online payments after prior approval from the PTA. No one is to authorise a payment to themselves.
8. All urgent expenditure that requires action before the next meeting must be pre-approved by three or more of the PTA committee members (including at least one office holder) and ratified at the next general meeting.

Meetings

1. To be held as required during the school year (approximately twice a term).
2. The AGM shall be in February and the agenda shall include the following:
 - i. Minutes of the previous AGM
 - ii. Annual report of the Chairperson
 - iii. Draft annual Financial Statements of the year
 - iv. Stand down of current officer and election of new officers
 - v. Appointment of an Auditor
 - vi. General Business

PTA Activity approval

All activities undertaken on behalf of the PTA (eg funding applications and fundraising activities) must be approved at a PTA meeting, in advance of the commencement of the activity.

Amendments to Constitution

To be made at a general meeting provided notice of proposal of changes to the Constitution is given to the community in writing 7 days prior to a general meeting.

Winding Up

The Glen Massey School Parent Teacher Association may be wound up following a resolution to this effect passed by two-thirds majority of the entire committee and including the Principal at a special meeting called for this purpose.

Any surplus assets after all liabilities have been paid will be given to the School's Board of Trustees. No surplus assets may be applied for or to the personal benefit of any member. No addition to or alteration or recession of the rules shall be approved if it affects the non-profit aims, personal benefit clause or the winding up clause. The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

This Constitution shall be deemed to come into force on the 5th February 2019 and shall be binding on all members until dissolved by two-thirds of the eligible members present at the meeting at which the constitutional changes are passed.

We the undersigned agree to the Constitution of the Glen Massey School Parent Teacher Association (PTA) and hereby adopt these rules this Fifth Day of February 2019.

Amanda Potts

Dianne Firth

Melanie Cochrane

Cherie King

Natasha Nolan

APPENDIX

Officers of the Glen Massey Parent Teacher Association

Role descriptions

Chairperson

The Chair provides leadership and needs enthusiasm, energy and, most importantly, the dedicated support of the PTA committee, teachers and parents alike. It is the Chairperson's responsibility to co-ordinate the organisation of all PTA events and to liaise regularly with the Principal to ensure the PTA is working in harmony with the school. It is an intensive role, which requires a tremendous commitment but can be an extremely rewarding experience and provide you with a lot of fun. The Chair works closely with the Vice-Chair, Treasurer and Secretary to ensure that the PTA is run effectively. A key responsibility is to ensure that the business of the PTA is conducted in accordance with the constitution and the wishes of the representatives of the PTA.

The main duties include:

- Providing leadership
- Overseeing all fundraising initiatives and recruiting volunteers for events
- Generating new fundraising ideas alongside the PTA committee
- Getting to know members of the committee and welcoming new members
- Run meetings in an efficient and timely manner ensuring that everyone is able to contribute
- Write the annual report
- Sign cheques/authorise bank transfers with one other committee member
- Organise/Coordinate and present at the end of year school prizegiving on behalf of the PTA

Vice-Chairperson

The Vice Chair supports the Chairperson and deputises for the Chairperson when necessary. The Vice-Chair helps to ensure that the Committee and all of the events continue to run smoothly. As with the Chair, leadership, enthusiasm and energy are necessary qualities for this post. The key responsibility is to support the Chair in all aspects of their role, to ensure that the business of the PTA is conducted in accordance with the constitution and the wishes of the representatives of the PTA.

Main duties:

- To chair meetings in the absence of the Chair
- To draw up annual PTA programme in consultation with the Chair
- To welcome and involve other parents into the PTA
- To prepare with the Chair the PTA annual report for the Annual General Meeting

Secretary

The Secretary ensures that the PTA runs smoothly and provides a link between Committee members and the PTA and between the PTA and the school. This requires good organisation and communication skills and being able to stick to deadlines. The Secretary is a key committee member as they are responsible for ensuring effective communication links between committee members and between the PTA and the school in the form of newsletter updates, school app notices and social media notifications of all PTA events.

Main duties include:

- To ensure all arrangements are made for PTA meetings.
- To ensure that PTA meetings are publicised in advance of the meeting.
- To make sure that PTA meeting agendas and minutes are completed and distributed in a timely manner, including publishing on website and on Samepage.
- Arrange meetings and communicate via the school app/newsletter/social media
- Prepare and distribute agendas
- Take the minutes of meetings (including the AGM), type them up and distribute them (via Samepage) in a timely manner (approx. 1 week after meeting)
- Ensure that enough committee members are present to make the meeting quorate
- Prepare and distribute newsletter updates and other communications to parents.
- Manage the PTA email inbox (checking at least weekly) and flag necessary emails to the relevant people.
- To keep and maintain an accurate and up-to-date file of all PTA minutes, agendas and associated documents.
- Keep school updated on dates etc of PTA meetings and notices to go out.

Treasurer

Whilst all Committee members have equal responsibility for the control and management of the PTA's funds, the Treasurer plays an important role in helping the Committee carry out these duties properly. A good understanding of financial issues is key, although there is no need to be a qualified accountant! The main role is to maintain up-to-date records of all PTA financial transactions

Main duties include:

- Day-to-day arrangement of accounts including issuing invoices and receipts on behalf of the PTA and making payments in accordance with the constitution guidelines
- To prepare and update financial ledgers on a regular basis
- To complete banking transactions on a regular basis
- To organise floats for fundraising events, collect and reconcile monies raised at these events and report totals raised to the school community where appropriate
- To prepare and report accurate financial statements at PTA meetings, including uploading a copy to the monthly Samepage folder.
- To prepare a concise and accurate financial report for the Annual General Meeting
- To organize and maintain the PTA's charitable status and ensure requirements are met
- Keep high level view of all fundraising activities undertaken by PTA and provide financial information as required to PTA members.