



1. Chair

Role: Work closely with the Principal, Vice Chair, Honorary Treasurer and Honorary Secretary to ensure that the PTSA is run effectively. The Chair shall provide leadership and oversight for the planning and execution of all PTSA activities, preside over meetings, and ensure effective communication and collaboration between the PTSA and the school community.

Key responsibilities

- Arrange and chair PTSA meetings.
- Ensure the PTSA is run consistently with the aims of parents and teachers in mind, and that business is conducted in a transparent manner.
- Update committee members and community stakeholders on PTSA plans and activities, encouraging input and feedback.
- Promote outreach, inclusion and diversity to connect families, the school and the community to support student success.
- Review annual reports, financial statements and meeting minutes.
- Provide orientation to newly-elected Office Bearers or Committee members.

2. Vice Chair

Role: Deputise for the Chair when necessary and assist in the operation of the PTSA.

Key responsibilities

- Support the Chair in providing leadership.
- Provide and prepare the PTSA plans and activities with the Chair.
- Share Chair duties and preside over meetings in absence of Chair or upon request.

3. Honorary Treasurer

Role: In charge of the receipt, care and disbursement of PTSA funds. The Hon. Treasurer is responsible for managing and reporting on all financial activities to ensure transparency, accountability and compliance with relevant regulations.

Key responsibilities

- Oversee the financial statements of PTSA.
- Maintain an accurate record of all receipts and disbursements.
- Deliver financial reports at PTSA meetings and the AGM.
- Prepare annual budget, annual income, and expenses statements.
- Maintain a proper account of all receipts and disbursements, including donation receipts.
- Prepare a balance sheet and statement of account for every financial year and make them available to the members for review.



4. Honorary Secretary

Role: In charge of keeping an accurate record of the proceedings of PTSA meetings. The Hon. Secretary of the PTSA is responsible for ensuring that meeting minutes are recorded, official records are maintained, and correspondence is handled to ensure clear communication between the PTSA and parents.

Key responsibilities

- Take attendance.
- Check for quorum.
- Present draft of the minutes of the previous meeting.
- Take & distribute minutes in a timely fashion.
- Count votes on PTSA Committee decisions.
- Ensure the approved minutes are included in the permanent record of the PTSA.

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