

Quick guide for PTA Committee

Charitable Purpose

1. Developing effective relationships between the staff, parents and others associated with the school
2. Engaging in activities or providing facilities or equipment which support the school and advance the school and advance the education of the pupils

The committee

- All members of the committee are trustees of the charity and have control in the association, its property and the funds. They are referred to as committee members or trustees
- Nominations to join the committee should be made to the chair in writing, alternatively members present may nominate a person with their consent, followed by a simple show of hands to achieve a majority vote
- Committee members will be appointed at the AGM and staff shall hold office to the next AGM
- Committee members will have the power to co-opt committee members and they shall serve until the date of the next AGM
- The co-opted membership will not exceed the elected committee membership

Meetings

- The committee shall hold at least 3 meeting a year – in addition to the AGM
- A quorum of a committee meeting is 50 per cent, rounded up to the nearest whole number, of the total number of committee members.
- The Chair or, if the Chair is unable or unwilling to do so, the Vice Chair shall take charge at the meetings
- Every decision may be made by a simple majority of the votes cast at a committee meeting.
- Except for the Chair of the meeting, who has a second or casting vote, every committee member has one vote on each issue