



Role of the Parent Council Treasurer

The role of the Treasurer is to support the Parent Council Chair to ensure the smooth financial processes within the PC. Key tasks include maintaining records and presenting information at PC meetings, of which there are typically five per year. This role can be shared.

- Ensure financial reports are accurate and up to date
- Present financial report to PC meetings
- Liaising with bank where required
- Holding PC account cheque book
- Making agreed payments
- Paying agreed expenses
- Preparing the annual accounts and arranging for these to be checked before AGM
- This is a post holder role, and as such could delegate for the PC Chair if required.

Eligibility Criteria

- Any member of the Parent Council can become Treasurer. This includes new members (those who have not previously been members of the PC), and those members who are not parents / carers of a child attending the school.
- The Treasurer is elected at the AGM.
- The Treasurer can hold the post for a maximum of 3 years: it is good practice during this time to stand for re-election every year.

If you are interested in this role, please contact the current Treasurer who will be happy to have an informal discussion prior to the AGM.