

Walton Primary School PTA

Roles and Responsibilities

Ordinary Committee Member (non elected)

Updated as of October 2026

Main purpose of the role

Ordinary Committee Members are an important part of the PTA team. They work alongside the elected officers to share ideas, contribute to decisions and support the planning and running of PTA events, fundraising and activities.

They also provide an important link between the PTA and families across the school, helping to ensure that **parents and carers from all year groups have a voice**, and that information about PTA activities and opportunities to get involved reaches the wider school community.

As well as at least one teacher on the committee, we also aim to have **at least two Ordinary Committee Members representing each year group**. This helps the PTA hear a broad range of views and ideas from across the school and makes it easier to communicate with families and find additional volunteers when needed.

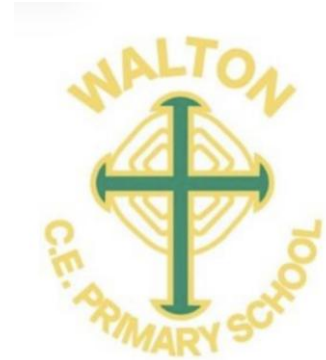
The role is designed to be **flexible**. Ordinary Committee Members are not expected to help with every event or take on every task. Members can contribute their time, ideas and skills in ways that work around their own family, work and other commitments.

Typical responsibilities

- Attending PTA meetings where possible, contributing ideas and helping with committee decisions.
- Acting as a link with families in their year group – sharing feedback and ideas with the PTA and helping communicate PTA news, events and activities through appropriate parent networks, including WhatsApp groups.
- Encouraging parents and carers to get involved and helping to share requests for volunteers when additional support is needed.
- Helping to plan and organise PTA events, fundraising activities and other initiatives.
- Taking on occasional tasks or projects that suit their interests, skills and availability, and helping at events where possible.
- Helping to create a friendly, inclusive PTA where new members, volunteers, ideas and different perspectives are welcomed.

You might be a great Ordinary Committee Member if you...

- Are enthusiastic about supporting the school and making a positive difference for our children.



- Enjoy sharing ideas, working with others and being part of a friendly team.
- Are happy to help keep families informed and encourage others to get involved.
- Can offer some time, skills or simply a willingness to lend a hand when you can.

No previous PTA or committee experience is needed. You don't need any particular skills, and you don't have to be available for every meeting or event. Everyone has something different to offer, and even a small amount of time can make a valuable difference.