



## **Terms of reference – Vice Chairperson**

As elected Vice Chairperson of the PTA Committee you are responsible for undertaking the role of the Chairperson in their absence. The Vice Chairpersons responsibilities include but are not exhaustive of the following:

- Ensure you are fully conversant with the Chairpersons Terms of Reference.
- Liaise closely with the Chairperson to ensure all events and meetings are attended.
- Actively promote the PTA with a view to encouraging new members.

As a member of The Friends of Denver School you have the following collective responsibilities alongside your fellow members:

- Ensure the PTA is carrying out its purpose for the public benefit
- Comply with the PTA's constitution and the law
- Act in the best interests of the PTA
- Manage the PTAs resources responsibly
- Ensure the PTA is accountable
- Comply with the PTA safeguarding protocol