

## PTA ROLES - ANY ROLE CAN BE SHARED BETWEEN TWO

### PTA BOARD

#### CHAIR PERSON

- ★ Provide leadership & guidance for the committee.
- ★ Set the agenda for meetings and manage meetings in line with the agenda & constitution.
- ★ Listen & consider the views of all ensuring the majority viewpoint / agreed plan is carried forward where possible.
- ★ Keep the school up-to-date, seek approval from the school / governors where appropriate.
- ★ Meet fortnightly or monthly as necessary with the school's appointed PTA Staff Liaison. Ensure regular email updates are made in the absence of meeting.
- ★ Ensure Minutes from meetings are executed by those who volunteered to carry out minuted item in collaboration with the school / PTA Staff Liaison.
- ★ Keep PTA Database & school office team up-to-date / informed.

#### DEPUTY CHAIR\*

In the absence of 2 persons job-sharing Chair role, it is recommended a Deputy is elected to support the Chair in his / her duties listed above and provide cover for the Chair as required at meetings etc.

#### SECRETARY / COMMS OFFICER\*

- ★ Provide support to the Chair by assisting with the administration of the PTA's meetings to include Minute-taking, drafting Agendas, photocopying correspondence to parents etc.
- ★ Keep Facebook, PTA website, BT My Donate listings up to date.
- ★ Produce termly PTA News editions to parents in collaboration with PTA Board Members
- ★ Ensure all PTA correspondence, (new letters home, PTA News, posters etc are approved prior to distribution by the school's PTA Staff Liaison).

\*In the event a Deputy does not come forward, or a Co-Chair, it is recommended the Secretary / Comms Officer provides cover as Chair at meetings as required.

#### TREASURER

- ★ Manage all aspects of PTA finance i.e. income, expenditure, funding / committed expenditure, banking, tax, gift aid, ensuring compliance with the Charity Commission, annual auditing etc. and will include an Annual Report at the AGM. VIP! The backbone of everything the PTA does.

#### DEPUTY TREASURER

- ★ Co-ordinates our affiliation with uniform suppliers, online shopping schemes and processes orders via the name label scheme.
- ★ Co-ordinates & promotes 2nd hand uniform sales.
- ★ Second signatory on PTA banking matters.
- ★ One half of 100 Club Co-ordinator, helping manage the draw & oversee annual invitation to participate etc.
- ★ Organise School Fund letter & assist Treasurer to facilitate collection via BT My Donate etc (by October half term).
- ★ Help Treasurer manage float orders / collections before & after events, including verifying cash-counts.
- ★ Assist Treasurer with banking payments / funds etc.

## **PTA COMMITTEE**

### **100 CLUB COORDINATOR**

- ★ Shared with the Deputy Treasurer, the 100 Club is a regular lottery draw held over 10 months.
- ★ Ensure draws are conducted fairly & legitimately overseen by an independent adjudicator.
- ★ Ensure winners' names are supplied to the school to be announced in the Head Teacher's weekly newsletter.

### **YEARBOOK**

- ★ Distribute Yearbook payment / permission letter to Year 6 parents.
- ★ Ensure Fact Finder Year 6 Questionnaire is completed (by Easter).
- ★ Ensure staff interviews / Year 6 memories / individual Pupil Profiles are completed.
- ★ Co-ordinate photography.
- ★ Ensure Yearbook proof is designed & delivered on time (a month before the annual Leavers' Church Service).

### **SCHOOL SHOWS CO-ORDINATOR**

- ★ Ensure Infant, Lower Junior & Upper Junior school productions are photographed or filmed as approved by Head Teacher, including ensuring informed consent / permissions & PTA order forms are in place.

### **RECYCLING COORDINATOR**

- ★ Book & publicise Bags2School collections.
- ★ Ensure Clover ink / laser cartridge & mobile phone collections are made once hopper in school foyer is full.
- ★ Assist School's IT Co-ordinator with the disposal of any unwanted ICT tech (via Computer Aid or Action 21 etc).
- ★ Ensure Recycle with Michael Salvation Army textile bin is emptied when necessary.

### **FUNDRAISING TEAM**

Our Fundraisers are invaluable! They:

- ★ Help source prizes for our raffles.
- ★ Co-ordinate advertising or PR initiatives with external companies/sponsors.
- ★ Seek out matched funding opportunities.
- ★ Co-ordinate grant or trust applications in conjunction with the school.

We need additional Fundraisers to help! Please let us know if you can join our small team.

## **EVENTS**

Throughout the school year, in addition to the PTA's day-to-day running, there are social events which the PTA stage and run in order to raise funds and bring the school community together and enjoy themselves.

If you're not able to consider a Board or Committee position, please consider committing to just one event this year and sign up to be an Event Leader.

The Event Leader will be in charge, but don't worry - we have 'How To' crib sheets, letter templates, poster templates etc, so you won't be reinventing the wheel - unless you want to! As Event Leader you should:

- ★ Round up a team of volunteers to help you plan and run the event.
- ★ Advertise / promote the event via posters / letters home to parents / text alert system / PTA database emails / Facebook etc.
- ★ Ensure a TEN notice has been applied for (via the Treasurer) if necessary.
- ★ Ensure the school are appraised and up to date on what the PTA needs to successfully execute the event.
- ★ Ensure Treasurer / Deputy Treasurer are appraised of your float / expenditure requirements.
- ★ Ensure supplies are purchased as required once expenditure has been approved by at least 3 PTA Committee members.
- ★ Ensure Risk Assessments are completed prior to the event.
- ★ Lead and run the event on the day!

Please look at the PTA Dates for this year and let us know if you can Lead one event in 2014 or 2015. Please note:

**IF AN EVENT LEADER DOES NOT COME FORWARD BY THE AGM ON 8th OCT, THAT EVENT WILL NOT BE ADDED TO THIS YEAR'S PTA CALENDAR.**

**23rd October Family Bingo Night or similar - 6pm Hall**  
***NB - Recommend Event Leader is be agreed TODAY (16th Sept)***

**5th December Non Uniform Day & Christmas Fair - 330pm Hall**

**12th February Kids' Disco - from 330pm Hall**

**19th March Easter Egg Tombola & Crafts - 330pm Hall**

**16th May Barn Dance event or similar - TBC**

**18th June Quiz Night - 730pm Newbold Comyn Arms**

**4th July Summer Fete - from midday at school**