

Park Mead PTFA - committee roles and additional volunteer positions

This year we have reorganised the roles within the PTFA. The chair, secretary and treasurer roles must be filled to continue as a charity but the other roles have been created to try and spread the load and make sure we can offer all that we have and more in order to help the school. The elected roles will be voted in at the AGM on Tues 20th September.

Job descriptions

The job descriptions below have been created to help anyone interested in a role within the PTFA understand the key tasks and commitment required from each role. At first glance some roles may look overwhelming but it is important to note that the PTFA works as a team and, though roles will each have their own responsibilities, no-one works alone and the wider committee is always around to offer support. If you are interested in any of the roles or would like more information please email ptfa@parkmeadschool.co.uk

Chair

You are responsible for coordinating the whole PTFA, overseeing all the fundraising and spending activities that the PTFA take part in. You will need to chair half-termly meetings and make sure that all activities are running smoothly and on time. You will need to liaise closely with the school when they need support from the PTFA and when the PTFA need help or support from the school. You will need to be responsible for all PTFA related Parentmail that goes out through the school office and manage other roles within the committee and wider PTFA community.

This is a role that involves at least 2 hours a week throughout the year.

The incumbent Chair will be standing for re-election but is looking for someone to shadow the role with a view to taking over in 2018/19 when the Chair is standing down.

Secretary

The Secretary supports the Chair to build effective communication links between the school and the association and maintains accurate records. Key responsibilities include: preparing for committee meetings (creating agendas, booking rooms, circulating agendas and previous meeting minutes); taking clear, concise minutes with key actions and decisions clearly identified; maintaining PTFA records (minutes, contact lists etc); and ensuring trustee details are kept up to date with Charity Commission. In addition the Secretary should use meeting minutes to create and keep updated a diary of upcoming events/ deadlines for PTFA members to refer to and should work with other key members of the PTFA to ensure committee business runs smoothly.

The incumbent Secretary will be standing for re-election but is looking for someone to shadow the role with a view to taking over in 2018/19 when the Secretary is standing down.

Treasurer

The Treasurer ensures accurate financial records are kept and best practice procedures are followed for counting money, banking and making payments. You should keep the committee updated with regular reports, and ensure end of year reports are completed for the association's AGM and the Charity Commission annual return. The Treasurer role is an ongoing commitment throughout the year and a basic understanding of bookkeeping is required.

Key tasks include: keeping up to date and accurate financial records; presenting financial updates at each committee meeting; managing the PTA bank account and holding the association cheque book; arranging changes of signatories on the association bank account; ensuring best practice procedures for counting and banking money after events are in place and followed; making approved payments; ensuring procedures for making

approved payments and claiming approved expenses are followed by all committee members; preparing annual treasurers report for AGM and arranges an independent examination of the association accounts; completing the Charity Commission annual return.

The incumbent Treasurer will be standing for re-election but is looking for someone to shadow the role with a view to taking over in 2018/19 when the Treasurer is standing down.

Vice chair - events

You will be the main point of contact for the events held throughout the year, responsible for some of the smaller events and supporting the coordinators for the larger events. The idea is that you would manage the events' teams rather than be responsible for every detail yourself. You would need to keep a track of the events diary and coordinate the teams using the PTASocial online tool. This is a role that involves support throughout the year. You will be supporting the fair coordinators and the scarecrow trail coordinator. You can share this role.

Vice-Chair – PR/Social Media

This role will be responsible for PR and using social media to promote the PTFA and our events. This will include generating a contact list for local press organisations, including their deadlines for submission of content, to ensure maximum promotion of our events. You will lead on developing the PTFA's use of social media (Facebook, school website, Twitter etc) to improve communication with parents and the local community. In addition this role would be responsible for coordinating advertising and/or sponsorship for events – this would be in conjunction with the event organisers. This role requires ongoing commitment throughout the year. You could share this role.

Panto link

The panto will be taking place on the first weekend in March. The Panto Link is responsible for the marketing, programme, front of house team, refreshments at the performances and ticket sales. They liaise with the director and back stage team to make sure the performances run smoothly and have an audience! The role can easily be shared and the panto link doesn't have to do everything themselves, they would just be responsible for putting together the team to help. This role will mostly be needed during January-early March, obviously becoming more intensive as the performances approach. 1 hour a week (Jan), 2-3 hours a week (Feb) and 6-10 hours over panto weekend. You can share the role with someone else and divide up the tasks.

Christmas fair coordinator

You will be responsible for overseeing the Christmas fair in the run up and on the day. After a hand over with the outgoing fair coordinator you will need to organise the stalls and class reps running them. You will get together and manage a team of volunteers who will source prizes/resources/refreshments and plan the event. You will report back to the chair and the events vice chair who will support you.

This role involves work in the Autumn term only with time demands increasing as the event approaches. You must be available on Saturday 2nd December for the fair. You can share this role.

Summer fair coordinator

You will be responsible for the running of the summer fair. Organising which stalls we will be running and coordinating the class reps to run those stalls. Your main role will be to oversee a team of helpers who will organise advertising, marketing, entertainment, set up, resources and logistics. You will need to work with the scarecrow trail co-ordinator and report back to the chair and vice chair: events who will support you.

This role involves work in the spring and summer term with time demands increasing as the event approaches. This role can be shared.

Scarecrow trail coordinator

You will be responsible for overseeing the running of the scarecrow trail. That involves securing sponsorship, sourcing prizes, recruiting entries, organising trail maps and selling the maps during the trail maps.

This role involves work in the late spring term and summer term with time involved increasing as the event approaches. This role can be shared and it is expected that you will be supported by a team. You will need to liaise with the summer fair coordinators and you will need to report back to the chair and vice chair: events who will support you throughout. You can share this role.

Cake raffle coordinator

You will be responsible for organising the weekly cake raffle. This means finding volunteers to make cakes over the year and planning the rota. You will also need to find volunteers to sell tickets and plan a rota for that as well. You will need to send weekly reminders to volunteers who's turn it is to make a cake and have a back up plan if there is a problem with any week's cake supply.

The current cake raffle coordinator is happy to continue in this role for 2017/18.

Refreshment coordinator

The school rely on the PTFA to provide refreshments at various events including new parent visits and school concerts etc. As refreshment coordinator it will be your responsibility to find helpers for these dates, to keep track of when they are coming up and to manage supplies of tea/coffee/milk/biscuits/cups etc.

Class representative

Each class in the school has a PTFA class representative. Class reps are a link between parents and the PTFA committee. They help collect in donations for PTFA events, find helpers to man stalls at the Christmas and Summer fairs and occasionally (about once every two years) run a tuckshop for the rest of the school (with support from the committee). You can share class rep responsibilities with another parent/carer in your class. This role is not too demanding and only involves an hour or two a month on average. It would be good if you could attend the half-termly PTFA meetings though if you are sharing the role only one of you needs attend.

We are currently looking for class representatives for RB, 1W and 5BE.