**STOKE DAMEREL PRIMARY PTA** We are recruiting!!

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| **Chair**The chair must run the PTA in according to principles agreed with parents and teachers to raise funds to supportschool activities and equipment | * Provide leadership on PTA activity and governance
* Recruiting and welcoming new members
* Ensure the PTA is run transparently and in line with the constitution
* Set meeting agenda’s and ensure meetings are run positively
* Ensure discussion on ideas, events and proposals are inclusive
* Ensure PTA activities, meetings and decisions are communicated through the school and members
* Prepare the PTA annual report for the AGM.
* Work with event committees and volunteers to encourage involvement from the wider school community and to help to make sure events are run well.
* Sign cheques as agreed by wider committee
* Ensure all documents are fit for purpose
* Supporting the other roles as needed
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| **Treasurer** Maintains up-to-date records of all PTA financial transactions and completes statutory annual returns in line with the Charity Commission guidelines and regulations. | * Management of accounts, including issuing bills and receipts on behalf of the PTA and making payments.
* Prepare and update financial records and banking on a regular basis.
* Organise the float/kitty for fundraising events, collect and reconcile monies raised at events and report totals to the committee
* Prepare and report brief financial statements at PTA Meetings and AGM
* Prepare and submit financial reports for the annual Charity Commission return and liaise with trustees.
* Make sure the PTA obtain the appropriate licenses for raffles and bars (can be the secretary)
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| **Secretary**Supports the chair to build effective communication links between the school and the association and maintains and prepares accurate records. | * Makes arrangements for PTA meetings.
* Issues the agenda, records attendance and takes and distribute minutes for PTA meetings and AGM.
* Ensure all records are saved/stored for future reference in line with GDPR
* Communicate/promote PTA events to the wider school community.
* Keep a database of volunteers
* Ensure governance documents are reviewed as agreed
* Signs cheques
* Optionally can also look for and apply for grants (or can be separate role)
* Leads the social media
* Creates documents for governance, promotion or other reasons as required
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| **Committee Member** Committee Members work alongside the Committee roles, contributing ideas, helping to organise events or running smaller projects.  | * Attend mtgs
* Contribute ideas
* Makes decisions regarding ideas and spending
* Plan and run events
* Promote PTA activities and successes
* Being involved with recruiting and supporting new committee members
* Agrees to work within the constitution and policies inc. giving contact details
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| **PTA Member** All parents and carers are automatically part of the PTA | * Attends events as able
* Gives feedback and ideas as able
* Donates time/money/prizes etc. as able
* Supports and promotes PTA activity as able
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**Example Tasks for members**

* Running a stall
* Writing a risk assessment
* Shopping for supplies
* Completing a poster
* Donating or requesting prizes
* Baking a cake or serving food
* Selling tickets
* Reviewing a policy
* Sharing Ideas
* Running all or part of an event
* Using any of your skills and qualities – big or small 😊