**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 support  school 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 |
| **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) |
| **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 |
| **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 |
| **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 |

**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 😊