



# FARNDON PTA NEEDS YOU!



## CHAIR

The Chair provides leadership and oversight for the running of the PTA, sets agendas for meetings and ensures the overall smooth running of the PTA

## SECRETARY

Writes agendas for meetings, deals with correspondence with PTA members, ensures swift communication of any actions. Diarise events.



## TREASURER

Manages and controls the funds the PTA raises. Maintains and reports on an up to date record of funds and expenditure.

## COMMS

Responsible for creating and distributing information on PTA events and successes.



## SOCIAL MEDIA/MARKETING

Control of our Facebook/ website presence and advertising of the upcoming PTA events.



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## COMMUNITY ENGAGEMENT

Responsible for interaction with the wider community including joint events and gathering support for causes.

## PARENT ENGAGEMENT

Responsible for enrolling new PTA members and gaining feedback, ideas and insight from parents on what they would like to see from the PTA.

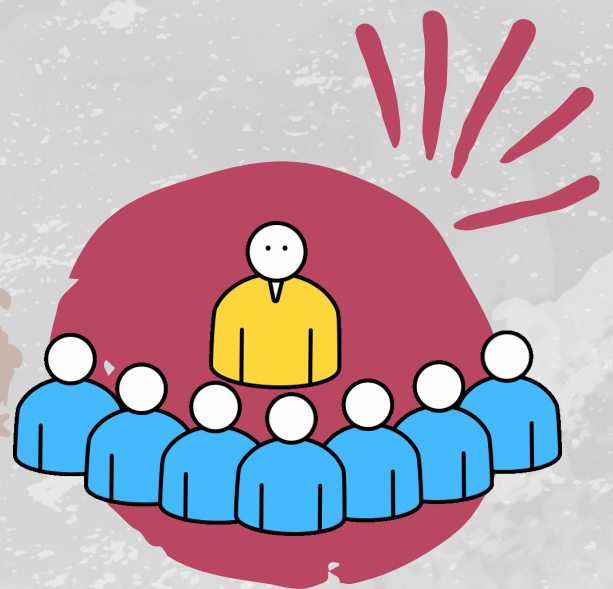


## SCHOOL ENGAGEMENT

Responsible for gaining feedback, ideas and insight from teachers on what they would like to see from the PTA, and liaising with school about events held on site as a single point of contact.

## CLASS REPS

We ask for at least 1 rep from each class (preferably more!), to help communicate to classes about upcoming events and organise hampers for raffles, and manning stalls at events.



## RAFFLE ORGANISER

To be responsible for sourcing prizes and tickets for raffles throughout the year and the sale of tickets

PLUS

Lead organisers for ad-hoc events throughout the year (this can be one or many).