

### **PTA Chair (with loads of support and help from the Vice Chair)**

This is a really rewarding and fun job. Probably 1 to 2 hours per week and 3 to 4 hours a week at busy times such as Christmas.

- Liaise with Head-teacher on dates for events throughout the year and how money raised will be spent.
  - Liaise with Class reps to ensure that there is PTA support for all events listed below and someone to organise them.
  - Communicate with the Head-teacher to put information in the School Newsletter and on the School website.
  - Oversee the organisation of the Cinema, Disco, Cake sales, Mufti days, Ice cream sales, 100 Club.
  - Run some family social evening events – 2 per year (Quiz/ Bingo/ Fashion Show?)
  - Oversee the organisation of all Christmas events (run by other people) – Christmas Cards, Christmas Wrapping paper, Christmas trees, Christmas Puddings, Christmas Entertainment for the school, Christmas parties, Santa for Christmas parties, Pupil/ Class Christmas presents, refreshments for pupils at Christmas production.
  - Write PTA newsletters once a term with the help of the Newsletter Scribe and Vice Chair.
  - Have regular (informal) meetings with Vice Chair, Class Rep Liaison, Treasurer and Secretary
  - Organise running of a bar at school evening events
  - Liaise with Class reps / Secretary/ Vice Chair and Treasurer on events
  - Organise and Chair the PTA meetings (Open/AGM)
  - Recruit class reps and class rep liaison for the next school year
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- The aim is to recruit someone to organise and run both the Summer and Christmas Fairs otherwise these will also come under the remit of the Chair.