

## PTA Vacancies 2016

### **Social Secretary Support**

This role will be supporting our lovely Social (and very sociable) Secretary, Sue Kendall. Sue is mum to Zach (Yr 4) and Edie (Yr 3) and is responsible for managing our calendar of events throughout the year to enable us to maximise our income for the PTA and fun for our children. This fabulous and exciting role requires help in the following ways:

- Initiating a team of Event Managers to make each valued fund raising occasion possible
- Supporting the Events team throughout the planning process of each event
- Entice and encourage fresh event ideas from fellow parents

### **Events Managers/Coordinators**

Our events are the PTA's main fundraising initiatives of the whole year. They are fabulous days for everyone to enjoy, but we need additional folk to project manage them to ensure that we can continue running them this year. The main events are:

- Christmas Fair
- Easter Egg Hunt
- Summer Fete
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There is already a great deal of support for these events in terms of operations, sponsorship, class reps who organise the volunteers, and lots of folk who've done it before to offer help and advice, so you wouldn't be on your own. What we are looking for are overall managers to take ownership of any (or all!) of these events, plan them well in advance and ensure they run smoothly on the day. These roles could definitely be shared and are a ton of fun!

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### Quiz Masters

Every year, we have a fantastic quiz at North Ealing. Jackie Blazewicz, who is a much-loved member of the PTA and Reception teaching staff, has kindly offered to organise the quiz; along with Heena Lad, mum to Khyan (yr 4) and Maya (yr 6) who has been amazingly involved in a number of PTA events over the years. All we need now are some outgoing clever-clogs to mastermind the quiz itself!

You will need to prepare the rounds and questions in advance and host the quiz on the night. In the past, we have had some interesting and often challenging themes such as guess the chocolate flavour, movie and music rounds and brain-straining (for some) logic rounds. It's always a very entertaining night; this is your chance to live the dream folks!

### Sponsorship & Easy Fundraising Support

The ideal people will team up with Marianne Fry (lovely mum to Elena (year 1) and Owen (4W) who has already been doing this role for the last year or two. The PTA has done an amazing job of securing much-needed sponsorship which makes our fundraising job that bit easier! However we need more, and this is where you come in. Here are some ideas which we would love help with:

- Using your contacts to get local and national businesses to support us financially, or in kind.
- "Easy Fundraising" - maximise the potential of this scheme; understanding the support /marketing kits and tools available from the company and working with the comms team to keep this and any other fantastic initiatives top of mind amongst parents/carers and teaching staff.
- Liaise with Waitrose to organise a green coin collection for our PTA.
- Champion other fundraising ideas that we haven't thought of yet.
- Your contribution to the Sponsorship and Fundraising role would be greatly valued, however big or small.

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### Communications Support

The ideal person or people will team up with Karuna Mulchandani, our wonderful communications supremo and mum to Kundan and Nika (yr 4,) and our fabulous PR Guru, Lyndsay Haywood, mum to Haydn (yr 2).

The overall role of the comms team is to keep the whole school updated on anything and everything the PTA is up to. Here's an idea of the kind of support these two ladies need. Your contribution to the Communications Support role would be greatly valued, however big or small.

### Must-Read PTA Newsletter

- Re-edit and co-ordinate the fundraising newsletter.
- Liaise with committee members for items /areas of interest to include and work with the designer, Sue, on the layout of the various comms pieces.
- Organise printing (beg/borrow/steal!) or photocopying using the PTA copier in school.
- Liaise with the school office on distribution via pupil post/school book bags.

### Website

- Liaise with school regarding the updating of the PTA section of website and ensure it is kept up to date.
- Review current content versus other schools.

### Events Marketing

- Brief our designer, Sue, for posters and flyers to advertise events including the all-important Xmas and Summer Fairs and write copy to advertise events.
- Organise printing of posters/flyers.
- Put up posters at school and in local area or cajole other people into helping!
- Put up Banners outside the school.
- Maintain PTA notice board with current materials.