

PTA Vacancies 2018

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
- School Disco (Autumn and Spring terms)
- Easter Egg Hunt
- Summer Fete

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!

Sponsorship & Easy Fundraising Support

The ideal people will team up with the current sponsorship team 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.

Communications Support

The ideal person or people will team up with the current Communications team, who keep the whole school updated on anything and everything the PTA is up to. Below is an idea of some of the activities that need support. Your contribution to the Communications Support role would be greatly valued, however big or small.

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

- Liaise with the team to design 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.

Treasurer from September 2019

Our current treasurer is looking for someone to help out this year with a view to taking over from September 2019. If you think you might be interested, please do contact us and we can discuss the role further.