



Ravenbank PTA

COMMITTEE POSITIONS

The committee works together very much as a team and often follows a tried and tested formula to run specific events. You will not be left on your own. Anyone who has participated in the committee not only gains a great deal of satisfaction, but also a greater understanding and involvement within their child's school. A very rewarding and enjoyable experience.

CHAIRPERSON

- Point of contact for parents
- Lead PTA meetings
- Plan events with other committee members
- Liase with school
- General administration, dealing with the local council etc

SECRETARIES

- General organisation and computer skills
- Preparing event information for School Weekly Newsletter
- Co-ordinating, producing and distributing tickets/posters for events

TREASURER

- Banking all monies raised from fundraising events
- Counting cash and organising floats
- Writing cheques
- Balancing figures

CATERING

- Deciding on food, quantities and prices for refreshments
- Purchase/storage of all food, drinks, sweets for disco's/events
- Preparing all food/drinks at events
- Organising rotas for volunteers during events
- Managing and clean up of kitchen during events
- Health & Safety course to gain a basic food hygiene certificate. This is two 3hr sessions.
(Paid by PTA)

EVENT CO-ORDINATOR

- Plan events with other committee members
- General help at events when possible

MAGAZINE

- Collection of childrens artwork
- General administration dealing with local businesses with a view to advertising
- Creation and design of adverts using computer software
- Preparation of termly magazine ready for copying
- Photocopying and distribution of magazine each term and Summer Fair for whole school

All roles attend PTA committee meetings, support PTA events and other committee roles. Most roles can be job-share.

