

## Friends of William Hogarth School (FOWHS) – PTA Role Descriptions

As part of the proposed changes to the FOWHS governance rules, the structure of the FOWHS Committee is being amended and we are looking for volunteers to fill the new vacancies. We have therefore summarised the key responsibilities for all roles as a guide for parents and carers who may be interested in helping, or take up an opportunity to learn, or enhance skills. All roles can be shared. If this all sounds a bit formal, please don't be put off, it is very much a team effort and this guide is meant to be an information tool, especially for those new to the school or committee. Ultimately we are simply looking for people to help enhance the children's school experiences.

So if you are interested in any of these roles, in helping, or there is anything you would like to know, please email [williamhogarthpta@gmail.com](mailto:williamhogarthpta@gmail.com), or ask via your class rep.

### PTA Chair –VACANCY

**Main purpose:** To run the FOWHS in accordance with the FOWHS Governance protocols and Strategy and reach agreed outcomes

#### Key tasks:

- Actively encourage involvement from the wider school community across parents, staff and the local community to promote a better understanding of the school as well as raise funds
- Liaise with Class reps to ensure that there is PTA support and volunteers for all agreed events
- Liaise with Head-teacher on dates for events throughout the year and how money raised will be spent.
- To listen and seek feedback on all matters related to FOWHS activities
- Oversee the organisation of the events and liaise with event lead to deliver fun and well run fundraising events
- Set agenda and chair PTA meetings
- To co-write the annual PTA report

**Needs to be:** Energetic, good at listening; clear communicator, decisive.

### Vice Chair - VACANCY

**Main purpose:** To deputise and work with the Chair to run the FOWHS in accordance with the FOWHS Governance protocols and Strategy and reach agreed outcomes

#### Key tasks:

- To deputise for the Chair at PTA and Headteacher meetings
- Actively encourage involvement from wider school community across parents, staff and the local community to promote a better understanding of the school as well as raise funds
- To listen and seek feedback on all matters related to FOWHS activities
- To support the overview and co-ordination of events
- To co-write the annual PTA report

**Needs to be:** Energetic, good at listening; clear communicator, decisive.

## Friends of William Hogarth School (FOWHS) – PTA Role Descriptions

### Communications Officer- VACANCY

**Job Purpose:** To publicise PTA events and activities

**Key tasks:**

- Promote and communicate what's going on; to enthuse other parents and carers and inform them about what's going on
- Prepare weekly PTA newsletter updates
- Create flyers, posters, tickets, etc. for events and distribute to class reps as necessary
- Help ensure smooth working of Whatsapp groups
- Reach out to local community to build links and networks to support the work of the FOWHS

**Needs to be:** Friendly; creative; good at writing

### PTA Treasurer

**Job Purpose:** To maintain up-to-date records of all PTA financial transactions and complete statutory annual returns in line with the Charity Commission guidelines and regulations.

**Key tasks:**

- Day-to-day management of accounts, including issuing invoices and receipts on behalf of the PTA and making timely payments.
- Organise the kitty for fundraising events, collect and reconcile monies raised at these events, including and keep an up to date stock list and report totals raised to the appropriate stakeholders
- Prepare concise financial statements at PTA Meetings and a Financial Report for the Annual General Meeting.
- Prepare and submit financial reports for the annual Charity Commission return.
- Make sure the PTA obtain the appropriate licenses for raffles and bars (can be the secretary).
- Keep up to date and recommend opportunities to maximise fundraising, including grants

**Needs to be:** Confident with numbers and financial reporting: organised, reliable

### PTA Secretary

**Main Purpose:** To keep up-to-date and well organised records of PTA activity

**Key tasks:**

- Make arrangements for PTA meetings.
- Issues the agenda and take and distribute minutes for PTA meetings and AGM.
- Effectively manages and shares the PTA database, documents and templates
- Work closely with the Communications Officer to communicate and publicise PTA events to the wider school community.
- Co-write the annual PTA report

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**Needs to be:** Organised, good at time management and friendly.

### **Class Rep**

**Main purpose:** Communicate and coordinate parents in their class

**Key tasks:**

- Pass on information from the PTA to other parents in their child's class, encourage parents to get involved in PTA and school activities as part of the parent-school partnership
- Coordinate volunteers to help with fundraising activities: e.g. Winter Fair, Summer Fair, and Friday Fun. Reps to run a class stall at fairs with responsibility for setting up, managing the rota, clearing up and feeding back
- Organise informal social activities for parents/families in their child's class, to build community and support network across class and welcome any new families joining the school
- Seek feedback from parents on PTA events or funding requests and pass it on to the committee
- Keep up to date with PTA activities and communication and attend meetings and events whenever possible.

**Needs to be:** enthusiastic, approachable and organised.