



Cheltenham Primary School- [2016-2017] Parents, Teachers and Friends Association

Positions and Responsibilities

1. President

- Chairs meetings
- Co-ordinates volunteers for events and functions
- Liaises with school office and school principal
- Presents at Prep Information Night and other events where required
- AGM Preparation (with the Secretary)

2. Vice President

- Supports the President where needed (including chairing of meetings in Presidents absence)
- Assists in co-ordinating volunteers for events and functions
- Liaises with Class Reps

3. Treasurer

- Prepares and monitors event budgets
 - Liaises with School Office to pay invoices
 - Records profits/losses
- NB.** Banking and record-keeping are managed by the school office

4. Secretary

- Records and distributes minutes
- Compiles, updates and distributes contact lists
- AGM preparation (with President)
- Prepares agendas for monthly meetings
- Monitors and manages incoming PTFA mail
- Maintains membership database.

5. Newsletter Officer

- Writes newsletter updates
- Forwards updates to school office weekly
- Contacts class reps to enrol their support for publicising events

6. Publicity Officer

- Produces flyers
- Produces banners
- Informs Newsletter Officer of anything that needs to be publicised

7. General Committee

- Helps with events and ideas. Supports other committee members where required – first port of call for event/fundraiser coordinators

Co-ordinators are needed for each event/fundraiser. (Job sheets are available to assist with planning events repeated each year)

All members are welcome at meetings, but you do not have to attend meetings in order to be a member.