

PTA Roles we need to fill.

SECRETARY

MINUTE TAKING MAESTRO

As our Minute-Taking Maestro, your main responsibility is to take minutes during our Zoom meetings and send them to the school.

Any additional support – such as helping plan events, sending messages to class reps, or liaising with the schools – would be hugely appreciated but is not required.

A great role for someone organised who has a few spare hours in the evenings.

ORDINARY MEMBER 2

VOLUNTEER ROTA RANGER

As our Volunteer Rota Ranger, you'll help encourage sign-ups for each fayre and put together the volunteer rota that keeps all the fun stalls running smoothly.

On the day, you'll just do a quick hourly check-in to make sure everyone's happy and confident – usually no more than 10 minutes. A small role with a big impact on making our fayres a success!

ORDINARY MEMBER 4

PRIZE & SPONSOR TREASURE HUNTER

Bring in the magical prizes that make our raffles shine!

As our Prize & Sponsor Treasure Hunter, you'll reach out to local businesses (with previous contacts ready to go) to gather raffle prizes and sponsorship.

At the events you may help with general support.

1

CO-CHAIR PTA CO-PILOT

Work alongside our Chair to help plan agendas, make decisions and assist with organising upcoming events. Being the Co-Pilot means you'll naturally learn the ropes, so if Georgia ever needs to step down, you'll be able to take the reins confidently – with full support from the rest of the team.

This is a fantastic opportunity to help lead the PTA, shape future events, and bring fresh ideas to the table.

2

ORDINARY MEMBER 1 SNACKS & SIPS SUPERSTAR

Bring the tastiest part of our fayres to life! As our Snacks & Sips Superstar, you'll help plan everything food and drink – with full support and previous info to hand.

On the day, you'll float around the food & drink area, keeping volunteers confident, topping up supplies and helping the most delicious part of the event run smoothly!

3

4

ORDINARY MEMBER 3 STALLHOLDER EXPLORER

Help create a brilliant mix of local businesses at our fayres! As our Stallholder Explorer, you'll contact external stallholders using our ready-made list and confirm bookings.

During the event, you'll check in with stallholders, answer questions and make sure they're happy and set up for success.

5

6

If you can commit to one Zoom meeting every 8 weeks at 7:30pm, plus a small amount of time leading up to each fayre, we'd love to have you onboard!

To take on one of these roles or to find out more information, please contact Georgia on 07538043511