



COULD YOU JOIN OUR PTA COMMITTEE?



WE'RE LOOKING FOR MORE HANDS TO HELP MAKE A DIFFERENCE

Like you, we're all parents at **Vaughan Primary School**, and we're here to help support the school and raise funds to benefit every pupil. Our current roles include:

CHAIR

- Leads the committee & provides direction
- Primary liaison between parents, carers, and school
- Ensures all members involved and familiar with their roles/responsibilities

SECRETARY

- Organises meetings
- facilitate clear communication across the committee, parent body, and school
- Maintains the PTA calendar ensuring all tasks are owned

TREASURER

- Oversees the financial management and integrity of the association
- Ensures accurate bookkeeping, safe handling of funds, clear financial reporting, and compliance

EVENT CO-ORDINATOR

- Leads planning and execution of events
- From initial concept to post-event evaluation, ensures that events are safe, successful, compliant and run smoothly

CONTENT DESIGNER

- Designs all collateral such as posters and newsletters
- Shares relevant material on Whatapp
- Liases with the school on which items need to be printed/emailed

Please see more detail on the next pages. We are willing to create, share or adapt roles to suit your skill sets and/or availability. You will need to be nominated by a parent and seconded by a another parent to stand.

Please email vaughanpta@gmail.com or call Nikita on 07856401172 to discuss joining the committee or becoming a **best** Friend of Vaughan!



PTA CHAIR



WHAT'S THE MAIN PURPOSE OF THE ROLE?

The PTA Chair leads the committee, provides strategic direction, and acts as the primary liaison between parents, carers, and school leadership. The Chair should ensure all members involved and familiar with their roles/responsibilities.

RESPONSIBILITIES

- **Leadership & Governance:** Set agendas, lead meetings and ensure the committee operates inline with it's constitution and charitable guidelines
- **Liaison & Collaboration:** Maintains a positive, regular partnership with the Headteacher, school staff, and governing body to align fundraising goals with school priorities.
- **Event & Project Management:** Oversees the annual calendar of events, delegating tasks effectively to the committee and volunteers and checking they are completed on time.
- **Communication & Engagement:** Welcomes new families, promote inclusive participation, and act as a key spokesperson for the association.
- **Oversight and Delegation:** Collaborate closely with all members, assigning and chasing actions and offering support where needed

QUALITIES

- Confidence - with the ability to inspire and guide others
- Assertiveness - able to manage meetings
- Ability to remain impartial and be inclusive
- Calm, friendly and approachable manner
- Organisational skills - able to manage multiple projects

PTA SECRETARY



WHAT'S THE MAIN PURPOSE OF THE ROLE?

The PTA Secretary ensures the smooth administrative running of the association, organising meetings, and facilitating clear communication across the committee, parent body, and school.

RESPONSIBILITIES

- **Meeting Coordination:** Prepares and distributes agendas in collaboration with the Chair and shares accurate minutes with recorded actions. Organises the event calendar, ensuring tasks in the lead up to events are owned.
- **Communication & Correspondence:** Handles incoming and outgoing PTA correspondence; manages central email accounts and assists with parent newsletters/announcements and social media.
- **Compliance & Documentation:** Maintains up-to-date committee contact lists, distribution groups, and administrative records in accordance with the PTA constitution and GDPR guidelines.
- **Event Support:** Assists with preparation for events (e.g. collateral, spreadsheets).

QUALITIES

- Organised and efficient – keeps accurate records in a format that can easily be handed over to a successor
- Good listener – able to identify key discussion points, actions, and agreements at meetings to accurately record in minutes
- Calm, friendly, and approachable – able to communicate confidently with the school and the committee members
- Good knowledge of appropriate software (ppt, word, Canva, pta events)

PTA TREASURER



WHAT'S THE MAIN PURPOSE OF THE ROLE?

The PTA Treasurer oversees the integrity of the association, ensuring accurate bookkeeping, safe handling of funds, clear financial reporting, and compliance with constitutional guidelines. They are also required to coordinate the Charity Commission's annual return.

RESPONSIBILITIES

- **Financial Management & Bookkeeping:** Maintains accurate, up-to-date records of all income and expenditure; manage the PTA bank account(s) and act as a primary signatory.
- **Cash & Payment Handling:** Oversees cash floats and safe counting/banking for events (e.g., fairs, discos); manage card reader systems, digital payment platforms, and Process authorised payments and invoices.
- **Reporting and Budgeting:** Presents financial updates at regular meetings; prepare the end-of-year accounts and financial statement for the AGM and agree budgets with the committee.
- **Governance & Compliance:** Arranges for the annual independent review/audit of accounts as required by the constitution regulator; manage Gift Aid claims where applicable, ensuring best practice procedures are followed for counting money, making payments, claiming expenses etc.

QUALITIES

- Knowledge of finances and good numeracy skills
- Attentive to detail with a high degree of integrity and accuracy
- Reliable and able to meet deadlines
- A good understanding of spreadsheets and technology

PTA EVENT CO-ORDINATOR



WHAT'S THE MAIN PURPOSE OF THE ROLE?

The PTA event co-ordinator takes the lead on planning and executing all fundraising and community events. From initial concept to post-event evaluation, this role is responsible for ensuring that all events are safe, successful, financially viable, compliant and run smoothly.

RESPONSIBILITIES

- **Event Planning:** Liaise with the PTA Committee to determine event requirements, timelines, and budgets. Produce detailed site plans, risk assessments, and safeguarding plans.
- **Volunteer Coordination:** Work with the Secretary to organise volunteers for pre-event and on-the-day roles, delegating tasks effectively.
- **Communication:** Liaise with the Content Designer to promote the event. Ensure all committee members, volunteers, and stakeholders are kept up-to-date on plans and their specific roles.
- **On-the-Day Management:** Oversee the event on the day, from setup to dismantling, ensuring the venue is left clean and tidy.
- **Evaluation:** Produce post-event evaluations to measure success and gather feedback to inform future events where required.
- **Risk and Licensing:** Ensure necessary licences (e.g., for lotteries or temporary events) are secured and complete risk assessments

QUALITIES

- Organised with a strong attention to detail
- Excellent communication and strong negotiation skills
- Self-motivated, enthusiastic, and able to problem-solve
- Calm, approachable, and a collaborative team player

PTA CONTENT DESIGNER



WHAT'S THE MAIN PURPOSE OF THE ROLE?

The PTA Content Designer designs engaging visual materials and digital collateral to promote events, share success stories, and keep families informed. This role ensures all communications are visually appealing, clear, and consistently branded across digital and physical platforms.

RESPONSIBILITIES

- **Collateral Design:** Creates eye-catching, professional designs for all physical and digital PTA materials such as newsletters, posters/flyers/social media posts
- **Digital Distribution:** Formats promotional material, text updates, and graphics to be shared efficiently across parent WhatsApp groups and email.
- **School Liaison:** Coordinates with the school to manage the logistics of printing physical flyers/posters and scheduling PTA inserts into official school emails in line with Chair and Secretary requests.
- **Content Archive:** Maintains a well-organised shared folder of design assets, templates and photos so they can be reused easily.
- **PTA Events Platform:** administers the PTA events site, setting up events and ticketing platforms in accordance with the Events Co-ordinator and Chair's requests.

QUALITIES

- Tech savvy - ability to use AI and adopt modern platforms
- Creative and artistic mindset with a strong eye for visual aesthetics
- Attention to detail (before publication of collateral)
- Collaborative and adaptable when receiving feedback