

Help needed

Parents and Carers,

We are struggling with volunteers to form a committee this year and as a result will not be able to continue with the PTA at Pentrepoeth.

The roles that we need filled to continue are Chair and Treasurer. This can be done as co-roles if a few people are happy to share them.

We do have a few parents happy to stay on committee and support new members where they can I will stay as an officer only this year as I leave Pentrepoeth in the summer and am keen to still be here (having done all roles at some point to support people).

We really need new members to keep it going.

Our AGM is this evening at 7pm at the school. Please get in touch if your interested in a role and can attend in person or virtually via Teams.

Yours Sincerely,

Becki Cann

Soon to be
Outgoing Treasurer

Pentrepoethpta@gmail.com

What time/commitment is there?

Chair - 1 hour per year - updating PTA details and compiling end of year report

30 minutes per event you run working out logistics with school staff (events may be delegated to volunteers who want to head them up this will the delegate to them)

Treasurer - 1 hour per year updating Charity commission on yearly totals and Treasurer report for AGM

30 mins per event you organise (most are now done on ParenPay so low workload, just paying expenses via online banking and working out profit.

Any that are with cash 1-2 hours counting then banking cash

1 hour a year paying licenses/invoices

Secretary - No yearly report

Adhoc response to correspondance.

2-4 times a year 10 mins-ordering raffle tickets, returning licensing reports to council

Officers - This will vary depending on how many you have. Ideally people volunteer to take an area to support so it doesn't fall onto any 1 person . For example (make your own up that year that suit) :

Social Media - low maintenance- 10 mins of work per event

Newsletter Creator - 20 mins per newsletter (1-2 per half term)

Events co- ordination - Setting up volunteer groups per event and linking back in with committee with questions/answers

Purchaser - 30 mins per event that need stock

Uniform Officer - if want to run Uniform shop - advice 1-2 hours per term total

These are all flexible and you make it work for this years committee.

A lot is done virtually now through phones/Whatsapp groups and the need to be there in person isn't so needed but if that's what people want they absolutely can.

The biggest mis-conception is the committee have to organise all the events and this may have happened in the past but we have a growing number of regular volunteers who know that if we want these events for our kids it takes a whole school community.

How we did last year!

