



St Nicholas Primary School PTFA Committee Roles We are Hiring....Let us know by 16th July if you are interested !

Hi everyone,




10th July 2024

As recently announced in re-establishing the School's Parent, Teacher & Friend Association, we need to re-form the PTFA Committee and are looking for parents and friends to offer to step forward and fill the initial core committee roles.

The primary purpose of the PTFA Committee is to bring parents, friends and teachers closer together to support the School improve our children's education and school life experiences, through fundraising, events and community.

What are the core roles of the PTFA committee?

The PTFA committee needs to have at least three named officers:

Chair		The Chair leads meetings and steers the committee towards its aims. Sitting in the driver's seat, they should be someone who is highly enthusiastic, full of bright ideas and demonstrates good leadership skills. They ensure the PTFA is run in line with its constitution and according to the wishes of all members.
Treasurer		The Treasurer is someone who has a clear head for numbers, who will control the PTFA funds in line with the committee's decisions, as well as charity law. They will also make sure upcoming events are affordable and profitable, and report financial information to the rest of the team.
Secretary		The Secretary is someone who ensures that the PTFA's activities run smoothly. They use their excellent communication and organizational skills to arrange meetings, take minutes and keep records.

In the Autumn Term, the Committee will plan to create other roles to support the running of the PTFA. Many people across the country volunteer for these roles, so please do not feel daunted by them.

Job sharing: To spread the responsibility and lessen the workload, some people may prefer to share the Chair, Treasurer and Secretary roles with another person, especially if you are new to the job or cannot fully commit your time to the role. Committee Members will need to be fully supportive of each other, so you are never alone.

If you are interested in one of the roles and would like more information, please email office@st-nicholas.medway.sch.uk and mark it for our attention.

Selina Moss-Davies, Natalie Parker & Brian Scott-Picton
Parent Volunteers helping re-establish PTFA for the benefit of all

“Alone, we can do so little: together we can do so much”