

Parents, Teachers & Friends of Eldersfield Lawn Church of England School



September 2024

We are looking for a new PTFA Chair and Secretary at Eldersfield!

Dear Parent/Carer:

As a PTFA, we support the school in any way we can. We hold fundraising events which include discos, crazy hair days, ice cream Fridays, 'Design your own Christmas cards', second-hand uniform, coffee mornings, STEAM Rocket day, Golf experience day, and our annual Summer and Christmas Fairs which are great opportunities to get together in our school community.

The PTFA is now looking for a new Chair (or Chairs if the role is shared) to head up the fundraising and organisation of events from September 2024 and we have attached a sample job description for the position.

We are also looking for a Secretary, whose main role will involve taking Minutes of our meetings and ensuring that our records and virtual pages are kept up to date.

A full handover will be given and initial support, if required, plus we have the good fortune of having experienced members who are always on hand to advise and assist.

If you are interested, please find us or any of the PTFA members at school or contact us directly to find out more or to arrange an informal chat – eldersfieldptfa@gmail.com.

We hope to hear from you!

Kind regards,

Loyda Winning & Suzi Baimbridge
PTFA Chair and PTFA Treasurer
eldersfieldptfa@gmail.com

**Chair – Loyda Winning
Treasurer – Suzi Baimbridge
Secretary – TBC**

**C/O Eldersfield Lawn CofE Primary School, Corse Lawn, Gloucester, GL19 4NY
Tel: 01452 780309 eldersfieldptfa@gmail.com**

Registered Charity Number: 517304

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JOB DESCRIPTION: PTFA Chair

The Chair provides leadership, enthusiasm, and energy and most importantly, the dedicated support or the PTFA committee. It is the Chairperson's responsibility to coordinate the organisation of PTFA events and to liaise regularly with the Headteacher to ensure PTFA is working in harmony with the school. To ensure the smooth running of meetings, the Chair must remain impartial and make sure that all parties have a voice and the opportunity to participate in decision-making.

The Chair will work closely with the Secretary and the Treasurer to ensure that the PTFA is run effectively. As an officer of the committee, the Chair will be one of the designated signatories and will sign cheques on behalf of the PTFA along with other designated signatories.

Job function

To ensure that the business of the PTFA is conducted in accordance with the wishes of the representatives of the PTFA, to uphold the constitution of the PTFA, and prepare and submit statutory reports to Regulatory bodies.

Main Duties

1. To chair PTFA meetings, ensuring they are effective and that decisions taken at meetings are carried out in a manner that reflects the needs and wishes of the representatives of the PTFA.
2. To ensure that PTFA business is conducted in an open and transparent manner and that all relevant documents are posted on the PTFA website or similar platform.
3. To make sure that the PTFA meeting agendas and Minutes are completed and distributed in a timely manner
4. Provide leadership and support/authorise the work of the PTFA elected officials.
5. Welcome and involve new members
6. To oversee the formation of sub-committees for fundraising events and ensure they prepare accordingly for their events and receive the required support to hold a successful event.
7. To communicate to all parents, wider school, and community about meetings, news, events via parentmail, flyers, posters, newsletters, social media, and website.
8. To correspond with sponsors, the PTFA, and Headteacher when specific actions relating to PTFA business are required.
9. To work with event/project committees to publicise and encourage involvement from entire school community.
10. To establish and keep up volunteer database
11. Prepare the PTFA annual report for the Annual General Meeting in cooperation with the Secretary and Treasurer.
12. Sign cheques for the PTFA with one other committee member.

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