

Bishop Vesey's Grammar School

Parents, Teachers & Friends Association (PTFA)

Role: Chairperson

This is an exciting opportunity to take a leading role in supporting the school and helping to develop the Community spirit at Bishop Vesey's. The Chairperson of the PTFA has a number of roles which largely consists of leading and facilitating the members of PTFA to organise a number of events during the school year. Currently we have a healthy 12 + regular members who actively attend the committee along with an additional 10 helpers who turn up to support events. In this role you are also the lead contact with the school through the Head Teacher and their deputies.

More specifically between the Chair and Deputy Chair you will:

- Organise and attend the monthly meetings including the preparation of the agenda
- Facilitate the meetings to run smoothly and delegate any appropriate actions
- In the meetings: Work with the Events Coordinators to draw up a list of events eg Discos, School Quiz, etc.; agree key information for the Communications Team to issue or update our webpage.
- Coordinate with the secretary to ensure accurate notes of the meeting are taken and distributed
- Coordinate with the Treasurer on financial matters
- The Chair also has the power of a second or 'casting' vote where tied – although voting like this is very rare
- Time commitment is about 2 – 3 evenings a month given the support of the other committee members to undertake tasks.

Experience

It is likely that you have either been an active part of a school committee, taking one of the main roles, or that in your role at work you are used to leading and chairing meetings. Experience of chairing a Parents Association at a previous school would be great but not essential.