



Elmbridge Primary School, Elmbridge Road, Gloucester, GL2 0PE

PTA Secretary

Important information about the role

The Secretary ensures that the PTA runs smoothly and provides a link between Committee Members and the PTA, and between the PTA and the School.

Main Duties

- To ensure all arrangements are made for PTA meetings.
- To ensure that PTA meetings are publicised in advance of the meeting.
- To make sure that PTA meeting agendas and minutes are completed and distributed in a timely manner, including publishing on school website.
- Taking minutes at PTA meetings and the Annual General Meeting.
- Communicating to all parents, wider school and community about meetings, news and events via ParentMail, flyers, posters, newsletters and website.
- Develop and manage the PTA social media outlets, ensuring they are up to date.
- Assisting the Chair and Treasurer with specific requests which require formal written correspondence.
- Assisting the Chair, Treasurer and sub-committees at fundraising events.
- To make sure that the PTA obtains and holds the correct and appropriate licences for Fundraising events e.g., licences for the bar and sale of raffle tickets.
- To establish diary dates and keep updated and well-publicised.

Key Attributes that the Secretary should have:

- Excellent organisational and communication skills
- Managing tasks and meeting agreed deadlines

Charity number :- 1110878