CHAIR CLASS **TREASURER** REP X 8 P.T.A structure **EVENTS SECRETARY** MANAGER

PLEASE CONTACT THE SCHOOL OFFICE BY 12TH

admin@st-stephens.lambeth.sch.uk or 0207 735 1023

MAY 17 IF YOU ARE INTERESTED.

Join St Stephens C of E Primary School PTA (Parent Teacher Association), make an impact to the children's education.



Events Manager

 Creates and manages social and fundraising events on behalf of the PTA.

Treasurer

 Records all income and expenditure, records details of the amounts received and spent and has the details available for every committee. Works closely with the Fundraising Team.

Secretary

 Sends out agendas for the committee meetings about a week before the meeting. Attends the meetings to take notes and then send them to the PTA mailing list.

Class Representatives

• The Class Rep's are a vital part of the PTA. Their role is to pass on information from the PTA to other parents in their child's class, and in return get ideas specific for that class. The Rep's also help collating the results of any Parent surveys, and encourage parents to get involved