



## **Supporting roles**

### Assistant treasure

Works closely with the treasurer, and is often responsible for card readers and associated apps, removing excess cash from floats to a safe place during events and guarding money. They may also assist in making sure funds are processed efficiently.

### Raffles and lotteries officer

An agile PTFA role that involves reaching out to local businesses for raffle prizes, sponsorship and services. They will also coordinate selling tickets and distributing prizes. This role can also include some fundraising responsibilities, such as running a school lottery or a 100 club.

### Grants officer

The remit of this role is to research and apply for grants, typically for larger scale projects such as replacing play equipment. Working closely with the school and PTFA committee to identify funding opportunities, the PTFA grants officer applies to grant-giving trusts, local authorities and businesses for significant financial donations. Writing skills are a must, as the officer will have to complete applications and provide feedback.