

FOWHS ROLES SUMMARY & HOW YOU CAN HELP

As part of the proposed changes to the Friends of the William Hogarth School (FOWHS) governance rules, the structure of the FOWHS Committee is being amended and we are looking for volunteers to fill the new roles. We have therefore summarised the key responsibilities for all 5 Committee roles as a guide for parents and carers who may be interested in helping. All roles can be shared and it 's a great way to share your skills or learn new skills.

If this all sounds a bit formal please don't be put off, it is very much a team effort and this guide is meant to be an information tool, especially for those new to the school or committee. Ultimately we are simply looking for people to help enhance the children's school experiences.

We have, therefore, also listed out other volunteering opportunities where you can use skills and passions that you enjoy using and sharing. If don't see a skill listed that you feel would be useful to supporting the FOWHS activities- let us know!

If you are interested in these any of these roles, in helping in a general capacity or there is anything you would like to know, please email williamhogarthpta@gmail.com or ask via your class rep.

Role of how to help	Main Duty	Key jobs	Needs to be
Chair	To run the PTA in accordance with the Constitution and enhance pupil experience.	To seek and listen to feedback on all matters related to FOWHS activities Engage the school and local community groups to the benefit of the school and its pupils.	Team player, pro-active, clear communicator, decisive.
Vice Chair	To support the work of the PTA Chair.	To step in for the Chair when the Chair is absent; to work with the Chair to see the PTA runs smoothly and communicates well.	Supportive, team player, enthusiastic; proactive; organised.
Treasurer	To oversee the PTA's financial affairs.	To manage accounts; do banking and maintain up-to-date financial records.	Reliable; organised; good with numbers.
The Secretary	To keep up-to-date records of PTA activity.	To organise PTA meetings; to prepare and distribute agendas and minutes and work with Comms Officer	Organised; good at time management, clear communicator and friendly.
The Communications Officer	To publicise PTA events and activities.	To promote and communicate what's going on; to enthuse other parents about what's going on.	Friendly; creative; good at writing.
The Class Rep	To support the parents in their class.	To organise class coffees, answer parent questions, keeps up to date with PTA activities and sends out weekly reminders to parents	Approachable, organised

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The Policy and Risk Assessment Guru	To read through rules and regulations to make sure the PTA are compliant with all legal requirements.	To explain to the PTA what they are (and aren't) allowed to do!	Detail-conscious; good at explaining concisely and simply.
The Grants Officer	To investigate trusts and organisations who might donate money to the school.	To look for wider opportunities for bringing money into the school.	Good at writing; organised; experience of charity or fundraising really helpful.
The Designer	To create eye-catching, coherent posters and stalls		Creative and detail orientated
Bakers/ Chefs	To bake or cook delicious cakes and savoury treats.		Love of food and cooking
Sporting heroes	To get involved in sponsored swims/ walks/ runs/ after-school sports clubs/ school coaching...		Athletic (or interested in sport).
Cosmetic queens	To crack open the face paints, hair chinks, feathers, tattoos, and glitter.		Artistic and creative
Stall holders	To set up and run stalls at PTA events.		Hands on, able to handle money and smiley.
Quiz masters	To source and ask entertaining questions.		Confident and fun
Book lovers	To volunteer to listen to children read/ to run book swaps/ to run book stalls.		Love books. Like children.
Skill sharers	To offer up your skills – however random – to be called upon. Maybe you're a designer who could help us create amazing posters. Maybe you're a fisherman who could auction a fish-gutting workshop at the summer fair. Maybe you're a paramedic who could come in to talk to the children about your job.		Willing to share insight and experience