

Thinking of volunteering for

Friends of Cherry Willingham Primary Association (PTFA)?



Who are 'Friends of Cherry'?

- We are a parent, teacher and friend association (PTFA), a charity whose aims are to raise funds and organise events to enhance the school life of our children.
- Every year we have an AGM where we update members on what we've done, and most importantly, elect the committee for the following year.
- Anyone can be nominated (or nominate themselves) to be a committee member. Everyone at the AGM can then vote for the new committee.

Contact us at friendsofcherry@gmail.com to get involved or find out more

members

PTA members

All parents, carers, grandparents and friends of children in the school are members of the association.

You don't have to join the committee or come to meetings to make a valued contribution. Anyone can get involved:

- Organise an event or fundraiser
- Arrange recycling collection scheme such as bags to school, or a second hand uniform sale
- Donate prizes or things to sell
- Help out on stalls at fairs, or help to supervise discos and movie nights
- Lend equipment
- Offer your services, such as printing, advertising, crafting, or anything else you think we need
- Use cashback schemes such as Easy Fundraising and Amazon Smile
- Play 'your school lottery'
- Promote our work and events

If you feel you have something to offer on an ad-hoc or regular basis please get in touch. If you would like to organise an event or fundraiser, we will actively support you.

Officers

committee

PTFA Officers (Chair, Treasurer and Secretary)

- These are the key roles in the committee to ensure essential functioning of the PTFA. They manage the day to day running and co-ordination of the activities carried out by the PTFA.
- It is essential that these roles are filled. They are nominated and elected at the AGM.
- These roles can also be supported by vice or co- roles. For example, we also have a co-chair

PTFA committee members

- The committee can have any number of additional 'ordinary' members, who support the Officers.
- They attend meetings, make decisions about activities and funding requests, and help to run events and co-ordinate volunteers.
- These roles are also nominated and elected at the AGM.
- All elected committee members can vote on key decisions

Roles and responsibilities	Officers	Committee	Event organiser	All members	Information
Charity Trustee	✓	✓			Our organisation is a charity and we are currently registered with the Charities Commission. All elected committee members are nominated charity trustees
Voting rights at AGM	✓	✓	✓	✓	Everyone who attends an AGM can vote
Voting rights at committee meetings	✓	✓			Everyone who attends a meeting can discuss issues and share their views, but only elected members can vote on key decisions. The Chair has the deciding vote.
Bank mandate	✓				We have a charity bank account, which is primarily administered by the Treasurer, but can also be accessed by the Chair and Secretary.
Facebook admin	✓	✓	✓		Anyone in our closed Facebook group can post. Some elected members and event organisers have admin access to enable them to set up events, and admit new members.
Invited to meetings	✓	✓	✓	✓	Everyone is welcome at meetings, whether to listen in or contribute to discussions
Invited to AGM	✓	✓	✓	✓	Everyone is invited and encouraged to attend the AGM
Parentkind access	✓	✓	✓		Parentkind is a national charity that support and champion parents getting involved in schools and education. We pay for membership, which gives us access to lots of resources and advice, and provides our insurance.
Friends of Cherry email	✓				Used to communicate with school, committee members and volunteers. Currently only the Officers have access.
Other PTFA admin tools (Whatsapp and Trello)	✓	✓	✓		Used to keep in touch outside of meetings, share ideas and organise events.