



We are urgently seeking volunteers to join our Committee. If you, or someone you know, would love to take up this exciting and rewarding opportunity then please complete the slip below.

Please return this form, or an email from the nominees own email address detailing this information, to the following email address by the **19 September, 2017**: pta@kjs.edu.hk

Spare copies of the form will available from the PTA office or you can call 3765 8709 if further information is required.

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Nomination Form for PTA Committee Member 2017-18

Name of parent member to be nominated:

Preferred Post of Choice

Child(ren)'s name: _____ Class: _____

Contact tel. no.: _____ Email: _____

Signature of nominee: _____



Job Description of Chairman

- Parents representative on external committees – Compar, School Council, Interview panels.
- Ultimate line manager for PTA employed staff – HR/Payroll/CPD
- Point of contact for parents (clear advice and guidance from KJS SLT)
- To chair all committee meetings for KJS PTA.
- To ensure completion of all projects and tasks that are expected of a PTA as a result of being an ESF International school.

Job Description of Vice Chairman (2 Posts but only One is available currently)

- To support Chair in the attendance and representation on external meetings **(Post 1)**
- To support Chair with line management of PTA employed staff and presentation of Shop and Office **(Post 2)**

Both

- To take on an area of responsibility/working group for the planning and preparation of large events i.e. the School Fair.
- Deputizing for the Chair, as and when required.

Job Description of Treasurer

- Signatory on all bank accounts and official documentation for KJS PTA
- Monitor all budgets (budget management to be performed by PTA staff) Check and liaise on spending, cash flow and financial reporting, Payroll monitoring.
- Auditor liaison

Job Description of Secretary

- Supervision of all PTA external material (newsletters, news bulletins, committee minutes etc).
- To support the Chair/Vice Chairs in the executive committee roles and responsibilities.

Other Volunteer Position:

1. Catering & Premise Secretary
2. Marketing Secretary
3. Volunteer Secretary
4. Assistant Treasurer

