

Role and who is currently doing role	What it involves	Amount of time required
PTA Chair (Marianne)	First point of contact for PTA enquiries. Main liaison between PTA, School and BOT. Keeps an overview of PTA activities. Writes agendas and approves minutes of meetings. Chairs and moderates the PTA meeting. Signatory for PTA bank account. Liaise with charities and businesses for fundraising and school issues. Writes Annual Report and chairs AGM. Present service award at Senior Prizegiving. Multiple phone calls, emails and advising school of upcoming fundraisers in assembly.	5 hours a week (requires a strong personality with a thick skin)
PTA Secretary (Karla)	Emailing committee advising of upcoming meeting. Taking minutes at Committee meetings. Emailing minutes to staff, committee, class reps. General email correspondence, asking for helpers or passing feedback from parents to PTA. Coordinating communication between PTA and class reps. Creating PTA newsletters, flyers/order forms for fundraisers. Creating rosters for fundraisers. Signatory for PTA bank account.	Can vary depending on what fundraisers are currently running.
PTA Treasurer (Sara)	Reconciling of Bank Statements, Paying suppliers / creditors, arranging float for school events. Banking funds raised, counting of money coming in from Disco's A'thon's etc etc. Reporting at PTA meetings.	4 hours during the month (More if there are large amounts of cash coming in that needs counting)
Sports Uniforms (Debra, Vicki, Adrienne)	Distribute sports uniforms when required for all BBPS sports activities. Stocktake of uniforms when required.	5 hours a month x 2 this varies some weeks there is nothing
Nearly 5 Party (Karla/Rachelle)	Buying and wrapping presents. Buying/baking food for party. Painting cylinders for binoculars. On Monday of party, hide stuffed animals, set up party table, meet/greet children and parents, tell story, make binoculars and give hats, tour around school meeting teachers	3 hours once a term

	and showing the school, finish with party, talk about school, PTA and answer any questions, clean up.	
Entertainment Books (Karla)	Send home flyer, keep a list of who has ordered and how they paid, deliver books to those who have ordered, forward any credit card orders directly to Entertainment Books, give any cash/cheques to treasurer.	30 minutes every couple of days while fundraiser is running
Sunblock (Karla)	Order product, create and send home flyer, office sell product over the counter and keep money to give to Treasurer. Possibly order more product or return unwanted product.	1 hour during fundraiser
Chocolates (Karla)	Order product, send home box of chocolate with oldest/only children. Recycle returned chocolate to people who can sell more than one box. Chase up unreturned/unpaid chocolate. Possibly order more chocolate or return unwanted product.	2 hours for delivery then say half an hour every second afternoon while fundraiser is running
Calendars/Diaries (Adrienne)	Send home order forms with children. Marry up filled in order forms with artwork and send off. Check the completed calendars/diaries match the order and then deliver to children. Deal with late orders or incorrect product. Help count money.	Approx 3 hours sorting artwork to send off and then 3 hours when calendars are returned
Sausage Sizzles (Shona)	Send home order form to every child. Purchase sausages, bread, sauce. Arrange a team of helpers. Cook, deliver sausages to children. Help count money.	3 hours twice a term.
Working bees (Lara)	Organise working bee dates and get a list of jobs required to be undertaken. Send home request for helpers forms. Collate a list of helpers and advise them what tools to bring to working bee. Remind them of working bee the day before. Organise food and drink for workers.	Approx 3 hours each working bee
Positive/Negatives (Marianne)	Book photographer. Send home flyer. Open area where photography is taking place. Oversee roster is adhered to. Advise families that	1 hour to organise photographer/flyers

	their photograph proofs are ready for collection. Collect order forms and money. Advise families their photographs are ready.	/roster and then half an hour before and after photography session.
Christmas Heirloom (Marianne)	Book Christmas Heirloom Co night. Make and send home flyer. Provide office with tickets to sell. Purchase food and drinks.	Approx 2 hours.
Discos (team)	Make tickets. Purchase food/drink/novelty. Organise music. Decorate and set up hall. Arrange rubbish bins and BBQs. Organise coffee van. Oversee roster is adhered to. Clean and lock hall. Help count money.	A team of at least six members required to take certain tasks on
Family Fun Night (team)	Purchase food/drink/novelty. Organise music. Set up tables, BBQs, stalls etc. Organise coffee van. Oversee BBQ roster is adhered to. Clean up afterwards. Help count money.	A team of at least six members required to take certain tasks on
Math/Spell athon	Organising the test for children to complete and sponsorship form. Collecting and counting money as it comes back.	2 hours
Huff n Puff athon	Creating sponsorship form. Organise a team of stampers as each lap is completed. Collecting and counting money as it comes back.	2 hours