



**We are currently seeking volunteers to join our Committee. If you, or someone you know, would like to partake in this exciting and rewarding opportunity, kindly complete the form below.**

Please return this form with all its details, in person or via email at [pta@kjs.edu.hk](mailto:pta@kjs.edu.hk) from the nominees' email address by **the morning of 14 September 2018.**

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

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**Nomination Form for the PTA Committee Member 2018-19**

Name of parent member to be nominated:

\_\_\_\_\_

Preferred Position:

\_\_\_\_\_

Child(ren)'s name: \_\_\_\_\_

Class: \_\_\_\_\_

Contact tel. no.: \_\_\_\_\_

Email: \_\_\_\_\_

Signature of nominee: \_\_\_\_\_



### **Job Description of Chairperson**

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

### **Job Description of Vice Chairperson (2 Posts but only **One** is available currently)**

#### **Post 1:**

- To support the Chair in the attendance and representation at external meetings

#### **Post 2:**

- To support the Chair with line management of PTA employed staff and presentation of Shop and Office

#### **Both**

- To take on responsibility and/or create working groups for the planning and preparation of large events, e.g. the annual 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 & financial reporting, and 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 Chair in executive committee roles and responsibilities

### **Other Volunteer Positions (all positions currently available)**

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