



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 from the nominees' email address by **the morning of 4 September 2019**

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 2019-2020

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