



Join our team

CLESA SECRETARY (ONGOING)

Take on the role of secretary in our core committee. There will be a handover period to allow you to shadow our current secretary, Rachel White, before she steps down from the role.

Responsibilities include:

- Attend all PTA meetings
- Take and distribute minutes

EVENT MANAGERS* FOR FAMILY FUN NIGHT & ELANGENI DISCO (JAN-MAR 2018)

Manage our popular Family Fun Night.

Responsibilities include organising:

- Tickets
- Food & drink
- Volunteers to help on the day

VOUCHER SCHEME MANAGER (ONGOING)

Share the management of the gift card scheme with our current manager, Jan Heath. Jan does a brilliant job, but with the help of another manager we could raise even more money for our schools.

SHADOW EVENT MANAGERS* FOR FIREWORKS NIGHT (NOW UNTIL 4TH NOVEMBER)

Shadow the organisation of our amazing fireworks night in 2017 with the intention of managing the event in 2018.

Responsibilities include:

- Assisting the current year event manager
- Learning what is required to run the event in the future

MANAGE THE EASY FUNDRAISING SCHEME (ONGOING)

Help maximise the revenue generated from Easy Fundraising by leading this scheme.

Responsibilities include:

- Ensuring the scheme is well advertised
- Providing demos to prove how easy it is to use
- Encouraging use around the parent network

COMMITTEE MEMBERS (ONGOING)

Become a member of our core committee - we want your input!

Responsibilities include:

- Attend PTA meetings and share ideas

***SHARE THE ROLE WITH 2-3 FRIENDS**

Please note: in all situations the co-chairs will always be there to point you in the right direction if needed.

If you would like to get involved in some way, big or small please come along to our AGM (on 3rd October) or contact Seema and Sarah on clesacochair@gmail.com